



CHAPTER BYLAWS

2023 - 2024

WEST PALM BEACH (FL) ALUMNI CHAPTER
KAPPA ALPHA PSI FRATERNITY INC.

WEST PALM BEACH (FL) ALUMNI CHAPTER 2023-24 BYLAWS

KAPPA ALPHA PSI, FRATERNITY, INC.

PREAMBLE

The West Palm Beach Alumni chapter shall have the power to adopt bylaws regarding the organization and governance of its membership and control of revenues and properties. No such bylaws shall conflict with the Constitution, Statutes, Ritual or other enactment of the current Constitution and Statutes for Kappa Alpha Psi Fraternity, Inc.

Article I – Nomenclature

Section 1. The organization shall be known as the West Palm Beach Alumni (FL) Chapter (hereafter called the “Chapter”) of Kappa Alpha Psi Fraternity, Inc. (hereafter referred to as “Fraternity”) and is a constituent affiliate of the Southern Province of the Fraternity.

Article II – Objectives

Section 1. The objectives of the West Palm Beach (FL) Alumni Chapter of Kappa Alpha Psi Fraternity, Inc., shall be to uphold the Constitution and Statutes of Kappa Alpha Psi Fraternity, Inc.:

- A. To unite college men of culture, patriotism, and honor in a bond of fraternity.
- B. To encourage honorable achievement in every field of human endeavor.
- C. To promote the spiritual, social, intellectual and moral welfare of its members.
- D. To assist the aims and purposes of colleges and universities.
- E. To inspire service in the public interest.

Section 2. Specifically, to be positive role models to the youth in our community and to carry out the community-based programs and initiatives of the Province and Grand Chapter of the Fraternity.

Article III – Membership

Section 1. Membership in the West Palm Beach Alumni Chapter is extended to any member in good standing with the Grand Chapter of Kappa Alpha Psi, Fraternity, Inc.

Section 2. A member is considered to be in good standing with the Chapter if current with Chapter, Province and Grand Chapter dues in the current Fraternity fiscal year.

Section 3. Any member of Kappa Alpha Psi, Fraternity, Inc., residing in the jurisdiction of the Chapter not in good standing shall be listed on the Chapter’s Official Reclamation List.

Article IV – Organization and Governance

Section 1. All officers of the chapter shall be elected in accordance with the Constitution & Statutes of Kappa Alpha Psi Fraternity, Inc.

Section 2. The officers of the West Palm Beach (FL) Alumni Chapter of Kappa Alpha Psi Fraternity, Inc., shall be in accordance with Article XXIX of the Constitution and Statutes of Kappa Alpha Psi Fraternity, Inc.

Section 3. The elected officers of the Chapter shall be the Polemarch, Vice Polemarch, Keeper of Records, Assistant Keeper of Records, Keeper of Exchequer, Strategus, Lieutenant Strategus, Historian, Reporter and five (5) members of the Board of Directors. The five (5) elected board members shall be elected in staggered (3) three-year terms in a manner determined by the Board of Directors after advisement by the Chapter’s Nominations Committee not later than the board meeting immediately preceding yearly officer and board member elections.

Section 4. The Board of Directors shall consist of nine (9) elected members: Polemarch, Vice-Polemarch, Keeper of Records, Keeper of Exchequer and five (5) directors.

Section 4.1. The Chairman of the Board of Directors shall be the Polemarch and the Secretary shall be the Keeper of Records.

Section 5. Any member who is in “good standing” is eligible for nomination for any officer position, except the office of Polemarch provided that such member is fully financial by the last day of February in the current fiscal year, in accordance with Article VI – *Dues and Assessments*, section 2, *Nominees for Office*.

Section 5.1. A nominee for the office of Polemarch must have been a member in good standing with the Chapter for not less than (2) full consecutive fiscal years prior to nomination.

Section 6. *Robert’s Rules of Order*, newly revised, latest edition, shall govern the proceeding of all General and Board meetings, except where otherwise provided by the Constitution & Statutes of Kappa Alpha Psi Fraternity, Inc., Ritual, Protocol Manual or Chapter bylaws.

Section 7. Elected officers are subject to removal from offices upon 2/3 vote of the Chapter for good cause. A 2/3 vote of the Chapter shall not be required to remove alumni members who are ineligible to hold office. Committee chairs may be removed in the sole discretion of the Polemarch after non-binding advisory recommendation to the Polemarch by the Board of Directors.

Good cause shall be defined as repeated gross¹ neglect of duties, malfeasance², abandonment of office, a plea, admission or finding of guilt regardless of deferred prosecution, pretrial intervention, or withheld adjudication for a felony offense, deliberate national fraternal Constitutional and Statutory, Southern Province or West Palm Beach (FL) Alumni bylaw violations.

Ineligibility shall be defined as an elected or appointed alumni member with unpaid dues at any level resulting in conscious financial delinquency following notice by the Chapter's Board; and an alumni member who fails to obtain the required number, percentage, qualifying quorum, or financial members' votes resulting in election to Chapter office.

Resignation shall be defined as voluntary withdrawal from or renunciation of office, the Board or committee chair.

Replacement of officers shall be by special election in accordance with Article 25, Section 12 of the Constitution; Statute 20, Section 3 of the Statutes; and, the Alumni Chapter's by laws.

Re-appointment of committee chairs shall be by, and in the sole discretion of the Alumni Chapter Polemarch.

Article V – Meetings

Section 1. General Chapter meetings shall be held on the second Saturday of the month, or as otherwise determined by the Polemarch, Vice Polemarch (only in the Polemarch's absence) or Chapter Board of Directors in this order, respectively. The Board of Directors shall recommend the fiscal year meeting schedule, including attire requirements no later than the October meeting annually. Special Chapter meetings shall be called by the Polemarch as often as deemed necessary (5-day notice required, C & S Article 29, Section 2). The place and time of all meetings will be disseminated by a notice and/ or at general Chapter meeting. All meetings of the Chapter shall be governed in accordance to the Constitution and Statutes of Kappa Alpha Psi, Fraternity, Inc., and *Robert's Rules of Social Order*, newly revised, latest edition.

Section 2. A quorum shall consist of at least one-third (1/3) of all the current financial members, including no less than two of the stated officers: Polemarch, Vice Polemarch, Keeper of Records, or Keeper of Exchequer to conduct business at any general Chapter meeting.

Section 3. Any elected officer who shall absent himself from three (3) consecutive Chapter meetings, will be automatically removed from office. Any absence must be reported by the officer to an elected officer and the Keeper of Records. Any elected officer can request reinstatement which will be submitted by the Board to the Chapter for a vote at the next scheduled chapter meeting.

¹ Gross refers to intentional, deliberate, and flagrant acts, rather than conduct by inadvertence or mere oversight.

² Malfeasance refers to an unlawful act carried out while acting in an official capacity in their elected or appointed position.

Section 4. The Board of Directors shall meet the Tuesday before the regularly schedule Chapter meeting, or as otherwise determined by the Board. The time and place of such meetings will be disseminated by notice to the Polemarch or Vice Polemarch (only in the Polemarch's absence) and/or at the Board meetings. Any member in good standing with the Chapter may attend to ask questions and/ or make suggestions.

Section 5. A majority of the Board of Directors shall constitute a quorum for the purposes of conducting a Board of Directors meeting and a majority of those present shall govern.

Section 6. Electronic Meetings and/or electronic voting may be called upon by the Polemarch to act on pressing matters that must be handled prior to the next board meeting or where a physical special meeting and/or vote is not possible except in the case where secret ballot is required. In addition to the Board of Directors, all committees and subcommittees shall be authorized to meet by telephone conference or through other electronic communications media so long as all the members can simultaneously hear each other and participate during the meeting.

Article VI - Dues and Assessments

Section 1. Chapter dues shall be set annually by the membership at the May general meeting. Chapter dues may be adjusted by recommendation of the Board of Directors and approved by vote of the chapter members.

Section 2. All elected officers, committee chairs and Alumni Chapter members must be fully financial on all three (3) levels by October 1st of the new business year.

Voting

Alumni Chapter members must be fully financial on all three (3) levels on or before April 1st of the current financial year to cast his vote in that year's elections.

Nominees for Office

For the immediate successive fiscal year for which a candidate is seeking elected office, he must be fully financial by the last day of February inn the current fiscal year.

All collected dues will be applied in the following manner:

1. Chapter Dues
2. Southern Province Dues
3. Grand Chapter (IHQ) Dues

Section 3. Relocating Brothers: Any Brother who relocates to the area and is currently in good financial standing with another chapter, Province, and Grand Chapter, shall become financial with this chapter upon confirmation by the former chapter that the brother is in good standing.

Relocating Brothers not in good financial standing shall pay Chapter dues on a pro-rated fiscal year basis as follows:

1 st Quarter	100%
2 nd Quarter	75%
3 rd Quarter	50%
4 th Quarter	25%

Section 4. Brothers initiated into the Fraternity at any time during the fiscal year will be considered in good standing after payment of all initiation fees, Chapter, Province, and Grand Chapter dues as defined within the current MTA/intake application process.

Section 5. Assessments: Special projects voted upon and approved by the chapter requiring assessments shall be the responsibility of all brothers of the Chapter. Any assessment imposed upon members shall be determined by a majority vote of the Board of Directors and approved by a two-thirds affirmative vote of the members of the Chapter present and voting. The assessment adopted at a Chapter meeting shall become effective as of the first day of the fiscal year following its passage. Only Brothers who pay the assessment shall be eligible to serve as chapter delegates and alternate delegates to Grand Chapter meetings and councils; hold a Chapter office; serve on any Chapter committee and commission; receive chapter awards; participate in programs leading to the initiation of men into the fraternity and receive such other entitlements determined by the members of the Chapter or Board. Brothers who are reclaimed, relocated, or initiated into the Chapter shall pay assessments on a prorated basis as follows:

1 st Quarter	100%
2 nd Quarter	75%
3 rd Quarter	50%
4 th Quarter	25%

Article VII - Committees

Section 1. The Standing Committees of the Chapter are the: Benevolence Committee, Civic Affairs Committee, Community Service Committee, Finance Committee, Guide Right/Kappa League, MTA Committee, Nominations Committee, Reclamation Committee, Scholarship Committee, Social Engagement Committee, and Technology Committee. The Polemarch may establish ad-hoc committees as necessary to carry out Chapter initiatives. The Vice Polemarch is an ex-officio member of all committees. All committee chairmen shall be in good standing as defined in Article III. If not in good standing, the committee chair may be removed in accordance with bylaw provisions for removal of committee chairmen-

Section 1.1. The Polemarch shall appoint the Benevolence Committee. The Benevolence Committee chair will form a committee to acknowledge deaths, sickness, weddings and births/adoptions of Brothers and their immediate family members.

Section 1.2. The Keeper of Exchequer shall be the Finance Committee Chairman. The Finance Committee Chairman will form a committee who shall not consist of elected officers, a board member, or a committee chairman, to submit a budget to the Chapter for the fiscal year. The budget shall be submitted no later than the October Board of Director's meeting. The current year's budget shall be adopted as a new budget for the upcoming fiscal year until a new budget is approved by the Chapter during its first formal meeting in October.

Section 1.2.(a). The Keeper of Exchequer shall have the care and custody of all money of the Chapter. He shall pay out money only upon *warrants* authorized by a Chapter and signed by the Polemarch and Keeper of Records and retained in the files of the Keeper of Exchequer.³

Section 1.3. The Polemarch shall appoint the Guide Right/Kappa League Committee. The Guide Right/Kappa League chair will assemble a committee which shall be responsible for planning and seamless coordination of Guide Right Activities (to include Kappa League) and initiatives in conjunction with the Chapter.

Section 1.4. The Polemarch shall appoint a Membership Training Academy (MTA) Committee Chairman. The Committee Chairman shall form a committee which shall consist only of Chapter Brothers in good standing who are MTA trained.

In accordance with Article 19, Sections 7 & 24 of the Constitution, all voting concerning prospective new members shall be by 75% of the Chapter members, in good standing, present and voting at a regular meeting of a Chapter and by ballot.

The Chairman and committee shall conduct the Chapter's intake process in strict conformity with the fraternity's Constitution, Statutes and Ritual of Kappa Alpha Psi, Fraternity, Inc., and current MTA manual, protocol, guidelines, or equivalent official Kappa Alpha Psi Fraternity, Inc., written material.

The MTA process shall begin in August of the new business year. The Chapter will conduct a vote at the August meeting to determine the dates that the MTA intake process shall take place during the current fiscal year for initiates.

Section 1.5. The Nominations Committee chairman shall be the immediate past Polemarch. The Nominations chair will build a committee with the primary responsibility of developing a slate of candidates for those offices up for election.

The Committee shall assume its duties no later than March of each year. If the immediate past Chapter Polemarch is unable to serve as chair, then the duty will be assigned to the next senior past Chapter Polemarch until successfully filled. The candidates slate will be presented to the

³ **Warrant: The Constitution and Statutes of Kappa Alpha Psi, Fraternity Inc., defines warrants as a written document authorizing a Keeper of the Exchequer to pay funds of a Chapter. It must be signed by the Polemarch and Keeper of Records of the Chapter and retained in the files of the Keeper of Exchequer.**

body at the regular meeting in May, at which time voting will take place and the winners will be announced. New officers shall be installed as the last act of business at the regular meeting in June.

Section 1.5(a). All candidates seeking office shall submit their intent to fill a position by the 1st day of April of the Chapter calendar year.

Section 1.5(b). The Nominating Committee shall review and certify the qualifications for each candidate to include the required fraternal financial status of each candidate. The Keeper of Records and the Keeper of the Exchequer shall provide the respective membership and financial status of each candidate to the nominating committee chair by April 5th each year.

Section 1.5(c). A Brother who is not a nominee of the Nominating Committee may be nominated from the floor at the regular meeting in May, so long as he has previously submitted his candidacy to the Nominating Committee as described in Section 1.6(b) above and has been certified for the office as described in Section 1.6(a) above.

Section 1.5(d). The Polemarch shall appoint the Community Service Committee. The Community Service Community shall be responsible for establishing and coordinating community service project for the Chapter.

Section 1.6. The Polemarch shall appoint the Reclamation Committee. The Reclamation Committee chair shall form a committee responsible for the planning and coordination of Reclamation activities and initiatives for the Chapter.

Section 1.7. The Polemarch shall appoint the Scholarship Committee. The Scholarship Committee Chair shall form a committee responsible for advertising, evaluating, and awarding academic scholarships annually. The Committee shall define the total tentative amount of scholarship funds to be awarded and the scholarship funding source (grants, donations, sponsorships, etc.) no later than the October Board of Director's meeting each year.

Section 1.8. The Polemarch shall appoint the Social Engagement Committee. The Social Engagement Committee Chair will form a committee responsible for planning and coordinating Chapter Social activities and initiatives.

Section 1.9. The Polemarch shall appoint the Technology Committee. The Technology Committee chair shall form a committee responsible for developing and/or maintaining the Chapter website.

Section 1.10. The Polemarch shall appoint the Civic Affairs Committee. The Civic Affairs chairman shall form a committee responsible for the Chapter's engagement with local government affairs, election initiatives at all levels, targeted civic partnerships, law enforcement relations and dissemination of information regarding important developments within all branches of local, statewide, and national government to the Chapter.

Section 2. The chairman of each committee shall provide written reports to the Chapter and/or Board of Directors as often as may be required but minimally each month prior to the monthly Board meeting. Final reports on all matters requiring financial expenditure will be submitted to the Board and/ or Chapter, within fifteen (15) days of the project's completion. Preliminary reports shall be made by the chairman or designee as required of that committee.

Section 3. A committee's recommendation(s) must be approved and finalized by the Chapter prior to implementation by the committee and/or Chapter. No committee shall have sole authority to determine the wishes of the Chapter.

Section 4. No committees shall be vested with the power to enter into any legally binding agreement or contract, or otherwise obligate this chapter, except upon authority from the Board and the Chapter.

Article VIII – Voting

Section 1. Only Chapter members in good standing can vote at meetings. Voting eligibility shall be verified by the Keeper of Exchequer and Keeper of Records.

Section 2. Brothers who meet the criteria to vote may have the opportunity to vote by absentee ballot by notifying the Keeper of Records in writing: by email, text or by signed paper delivery to the Keeper of Records no later than 9:00 a.m., the date of the vote. The absentee voter has the burden and affirmative duty to confirm receipt of his ballot. A Brother whose ballot is accepted by email, text or signed paper delivery does not count towards establishing a quorum unless he is *also* physically or remotely present during the vote.

Nothing in the Alumni Chapter's by laws precludes or limits voting remotely during electronic meetings so long as all voting members can simultaneously hear and participate during that meeting.

Article IX – Amendments, Modifications and Ratification

Section 1. The Chapter's bylaws may be amended by 2/3 vote of the Chapter in the manner prescribed in Section 2 of this Article.

Section 2. Amendments to the bylaws of the Chapter must be presented and read at three consecutive Chapter or Special meetings or a combination totaling 3 meetings, prior to adoption of the amendment(s). Written notice of no less than two (2) weeks shall be issued prior to any Special Meeting called for the purpose of amending the bylaws. The 2/3-chapter vote shall take place at the third reading or any subsequent Chapter meeting thereafter.

Section 3. When it is *impossible* to present matters to the Board or Chapter for requisite approval and/or 2/3 Chapter vote for decisions within the scope of an officer's office or committee chair's position, except for financial expenditures, the Chapter reserves the right to ratify the officer's or

committee chair's actions. This section shall not apply where it is *impractical* for an officer or committee chair to present such matters to the Board or Chapter for ratification, or regarding matters that are inconsistent with the Constitution, Statutes and Rituals of Kappa Alpha Psi, Fraternity, Inc.

A modification shall be applicable where the change does not alter the meaning of an amendment or section within the amendment. Modifications shall not require a 2/3 Chapter vote, but rather, Board approval by simple majority of quorum vote. A modification shall not be to correct clerical or scrivener drafting error in the present by laws.