

The Iowa State Chapter of Acacia Fraternity

Preamble

We, the members of the Iowa State Chapter of Acacia Fraternity, do hereby adopt this Constitution to give our members a standard with which to conduct themselves and their affairs and to provide a foundation upon which to build a brotherhood of individuals who are ethically, socially, and academically superior.

Article I – Name

- Section 1. The brotherhood governed by this Constitution shall be known as the Iowa State Chapter of Acacia Fraternity.
- Section 2. This Constitution shall be known henceforth as the 2015 Koph. The 2015 Koph supersedes all previous documents pertaining to and concerning the Iowa State Chapter of Acacia Fraternity. Any provision of this Constitution found to be in conflict with the Laws of Acacia shall be declared null and void.

Article II – Pledge Membership

- Section 1. Any man wishing to be extended a bid for membership by the Iowa State Chapter of Acacia must attend either a Chapter Recruitment function or visit the Chapter House at least once during the recruitment period. Prior to receiving an invitation to join Acacia, a recruit must receive a two-thirds affirmative vote during a meeting of the Active members called by the Recruitment Chairmen. The only Active members eligible to vote are those who have either
- A) had prior interaction with or
 - B) were in attendance at the function the recruit attended.
- If a qualifying Active member cannot be in attendance of said meeting, he may vote in absentia via email communication. Prior to extending the invitation to join, the bid must also be approved by either the Venerable Dean or Chapter Advisor.
- Section 2. Any man duly pledged to the Iowa State Chapter of Acacia must be in good standing with Iowa State University and Acacia International Fraternity to be considered for initiation in the active brotherhood of the Iowa State Chapter of Acacia Fraternity.
- Section 3. A man must complete the Iowa State New Member Education Program before being considered a candidate for initiation in the brotherhood of the Iowa State Chapter of Acacia Fraternity.
- Section 4. Any man pledging the Acacia Fraternity who has not successfully completed the requirements necessary for initiation within *four* semesters of initial pledging shall be removed immediately.
- Section 5. During the pledge education period, the Active Chapter will review the status and progress of the pledge class on a weekly basis, during the Chapter Meeting.
- Section 6. If, at any time following the first week of pledge education and prior to initiation week of the candidate, an objection thereto is made and is sustained by a vote of one-third of the active members, the pledge status of that candidate shall be revoked immediately.

Article III – Membership

- Section 1. Membership in the Iowa State Chapter of Acacia is open to all eligible students as defined by the Laws of Acacia.
- Section 2. For one to be considered an Active member of the Iowa State Chapter of Acacia Fraternity, he must:
- A.) Be in good financial standing with the Iowa State Chapter of Acacia Fraternity and The Acacia Corporate Board.
 - B.) Must have fulfilled all requirements of the Iowa State Chapter of Acacia Fraternity
 - C.) Must be in good standing with Iowa State University and enrolled in at least half-time (six or more credit hours for undergraduate or five or more for graduate status).
- Section 3. Honorary membership in the Iowa State Chapter shall be covered by Article XVIII of the Laws of Acacia.
- Section 4. Alumni:
- A.) A person shall be classified as an Alumnus:
 - (1.) Upon graduation, or
 - (2.) Upon complete payment of dues and fees to the Iowa State Chapter and the Acacia International Fraternity (pledge fee, initiation fee, four per-capita feepayments, membership insurance payments, and all chapter dues).
 - B.) An alumnus of another Acacia Chapter attending Iowa State and declaring to become a member of the Iowa State Chapter may do so by a 75% affirmative vote of all eligible members of the Chapter present.
- Section 5. Indebtedness to the Iowa State Chapter of Acacia Fraternity by any member shall be handled in accordance with the Laws of Acacia regarding the expulsion for non-payment of dues.

Article IV – Election of Officers

- Section 1. Officer Rules
- A.) The elected officers of the Iowa State Chapter of Acacia shall be Venerable Dean, Senior Dean, Executive Dean, Junior Dean, Secretary, Treasurer, Recruitment Chairmen (2), Senior Steward, Scholarship Chair, Philanthropy Chair, Public Relations Chair, Alumni Relations Chair, Brotherhood Chair, and Athletics Chair. The order of succession to the office of Venerable Dean in the event of temporary absence shall be determined in the order named above. In the event that the succession reaches the Recruitment Chairmen, the Brother with the lower Roll number shall be first. In the event of permanent vacancy, the office of Venerable Dean shall evolve in the named order until an election can be held to fill the vacancy. An election must be held within one (1) week of the vacancy of the office of Venerable Dean.
 - B.) The Venerable Dean, Senior Dean, Executive Dean, Junior Dean, Secretary, Treasurer, Recruitment Chairmen, Senior Steward, Scholarship Chair, and Philanthropy Chair shall comprise the Executive Council. The Venerable Dean, Senior Dean, Executive Dean, Junior Dean, Secretary, Treasurer, Scholarship Chair and Recruitment Chairmen shall act as the Judicial Review Board for the Chapter.
 - C.) Each officer candidate must have a minimum cumulative GPA of 2.5 in order to be eligible for election. In order for this provision to be met, at least 6.0 hours (half-time credits) must have been taken for the semester under consideration.
- Section 2. Election Procedure:
- A.) Election of officers shall be held during November and/or December of the fall semester of classes.
 - B.) The order of officer elections shall be as follows: Venerable Dean, Senior Dean, Recruitment Chairmen, Junior Dean, Executive Dean, Senior Steward, Treasurer, Secretary, Scholarship Chair, Philanthropy Chair, Public Relations Chair, Alumni Relations Chair, Brotherhood Chair, Athletic Chair.
 - C.) Nominations will be taken from the floor one active meeting prior to the above stated election date. E
 - D.) Elections will be by secret ballot. The winner will be chosen by simple majority.
If a vote fails to reach a majority, runoff elections will be held immediately until a majority is reached. The candidate earning the lowest number of votes in each runoff will be eliminated until a majority is reached. The Venerable Dean will have the tie-breaking vote on any decisive vote.

- Section 3. Term of Office:
- A.) The term of every office shall be one year. This term of office shall begin with the first active meeting of Spring Semester and end at the beginning of the first active meeting of the next Spring Semester.
 - B.) Graduating seniors may occupy an office provided they are enrolled in the minimum hours required to complete their degree and are willing to serve the entire term of office.
 - C.) To hold an elected office in the Iowa State Chapter of Acacia you must be an active member, maintain a 2.5 cumulative GPA in both the semester prior to holding the office and while holding said office, and be in good standing of Acacia Fraternity at Iowa State University in addition to the requirements described in Article IV, Section 1, Part C.

Section 4. Residency: All members of the Executive Council must reside at the chapter residence (if it exists) during their term of office unless exempted by a simple majority vote of all active members. The Venerable Dean, Senior Dean, Executive Dean, Treasurer, Scholarship Chair, and Senior Steward cannot be excluded in this manner. The Technology Chair is also required to reside at the chapter residence (if it exists).

- Section 5. Vacancy of Office:
- A.) Vacancy of the office of Venerable Dean shall be handled in the manner specified in Article IV, Section 1.
 - B.) In the event an office other than the Venerable Dean is vacated, the Venerable Dean may appoint a member to be approved by a simple majority vote of the Active Chapter to fill the vacancy within one week of the vacancy. If no appointment is made within one week then the position will be filled by a general election.

- Section 6. Removal from Office:
- A.) Should any officer be found guilty of incompetence as hereinafter described, he shall be automatically removed from office, subject to a 75% approval of the chapter, taken by secret ballot. For purposes pertaining to this action, incompetence shall consist of failure to fulfill any duty prescribed in this Constitution, bringing discredit or dishonor or any negative reflection on the integrity and name of Acacia.
 - B.) A written resolution bearing the signatures of at least five of the active members of the chapter must be presented in a regular meeting of the Chapter in order to initiate the proceedings as authorized above. At the next regular Chapter meeting, evidence shall be presented by both sides, with a discussion and votes taken.

Article V – Duties of Elected Officers

- Section 1. Venerable Dean:
- A.) The Venerable Dean is the chief executive officer of the fraternity and will preside over all meetings of the active chapter.
 - B.) The Venerable Dean may appoint the Executive Dean or Senior Dean to lead the active chapter meetings.
 - C.) He is an Ex-officio member to all committees.
 - D.) The Venerable Dean shall appoint the Chaplain, Sentinel, Tech Chair, and Junior Steward, Cornerstones Chair and head chair of all committees.
 - E.) The Venerable Dean shall represent the chapter to the Acacia Corporate Board.
 - F.) Prior to election, the Venerable Dean must have served as a member of the Executive Council for at least one semester.

- Section 2. Senior Dean:
- A.) Shall act as Vice President.
 - B.) The Senior Dean shall act as an assistant to the Venerable Dean.
 - C.) Shall supervise all pledge training activities.
 - D.) Shall formulate the pledge program at the beginning of each semester.
 - E.) Is responsible for all submissions to the Executive Council and the Active Chapter concerning pledges and their activities.
 - F.) Shall be responsible for all pledging and initiation ceremonies.

G.) Shall be responsible for all correspondence with the International Fraternity concerning pledges and pledge education.

Section 3. Recruitment Chairmen:

- A.) Two Recruitment Chairmen shall be elected.
- B.) The Recruitment Chairmen shall be completely in charge of the recruitment activities of the Chapter.
- C.) The Recruitment Chairmen shall work with the Junior Dean in collaboration with those social affairs pertaining to recruiting and with the Senior Dean concerning the training new pledges will receive. Corporate Board. The Recruitment Chairmen will discuss their vote amongst themselves and cast one vote. In the event the Recruitment Chairmen split a vote, their vote will count as an abstention.

Section 4. Junior Dean:

- A.) The Junior Dean shall serve as social chairman and shall supervise both on-campus and off-campus activities which the chapter shall participate in.
- B.) The Junior Dean shall present any upcoming activities during chapter meetings. The approximate costs will be presented to the Treasurer at this time.

Section 5. Executive Dean:

- A.) The Executive Dean shall serve as the Chapter's Risk Manager
- B.) The Executive Dean shall be responsible for ensuring that all chapter events are conducted in accordance with Interfraternity Council's Code of Conduct, Iowa State University's Risk Management Policies and Procedures, and the International Fraternity's rules on Risk Management.
- C.) The Executive Dean shall serve as the Acacia Fraternity representative at all Interfraternity Council meetings.
- D.) The Executive Dean shall be responsible for the planning and execution of the Acacia 101 program prior to the start of each semester.

Section 6. Senior Steward:

- A.) The Senior Steward shall serve as the House Manager.
- B.) The Senior Steward shall preside over matters concerning the Acacia properties. This shall include all land, buildings, and various tools and equipment.
- C.) The Senior Steward shall be responsible for the upkeep of the land and properties of Acacia Fraternity.

Section 7. Treasurer:

- A.) Banking Procedures:
 - 1.) Two signatures are required for all checks, with the Treasurer, Venerable Dean, Senior Steward, and Chapter Advisor as equal signers on the account.
- B.) The Treasurer shall represent the chapter to the Acacia Corporate Board.
- C.) The Treasurer shall be responsible for developing and overseeing the budget each semester.
- D.) The Chapter shall approve any expenditure over \$50, unless it is previously budgeted for.

Section 8. Secretary:

- A.) The Secretary shall take and record roll call at all Chapter meetings. The Secretary shall take and record minutes; he will read the preceding minutes from the last meeting at the current meeting.
- B.) The Secretary will send out remittance to the International Executive Director as well as reports to the International Officers.
- C.) The Secretary shall handle all Chapter correspondence.
- D.) The Secretary shall send out invitations, thank yous, and congratulatory letters on behalf of the chapter.

Section 9. Scholarship Chair:

- A.) The Scholarship Chair shall monitor the academic programming of the Fraternity.
- B.) The Scholarship Chair shall be responsible for the upholding of the Acacia Scholarship Plan.

- C.) The Scholarship Chair shall monitor the academic success of all members and help to make individual plans for success.
- D.) The Scholarship Chair shall be responsible for lining up tutors for any members that desire them.
- E.) The Scholarship Chair shall have a minimum of two academic meetings with each member throughout the semester.

Section 10. Philanthropy Chair

- A.) The Philanthropy Chair shall be responsible for all philanthropic events involving the Fraternity.
- B.) The Philanthropy Chair shall coordinate with the current benefitting organization to plan the main philanthropy/service for the year.
- C.) The Philanthropy Chair shall record all chapter and individual volunteer hours and monetary donations.

Section 11. Public Relations Chair

- A.) The Public Relations Chair shall positively promote the chapter.
- B.) The Public Relations Chair shall be responsible for the process of creating and obtaining a fraternity composite in the fall semester.
- C.) The Public Relations Chair shall conduct at least one Public Relations seminar or workshop each semester.
- D.) The Public Relations Chair shall maintain all social media accounts that are connected to Acacia.
- E.) The Public Relations Chair shall be responsible for branding all apparel and merchandise which represents Acacia and its members.

Section 12. Alumni Relations Chair

- A.) The Alumni Relations Chair shall facilitate interactions with alumni.
- B.) The Alumni Relations Chair shall organize at least one major alumni event per year.
- C.) The Alumni Relations Chair is responsible for coordinating alumni induction activities, including the alumni induction ceremony and obtaining signatures on the large paddle.

Section 13. Brotherhood Chair

- A.) The Brotherhood Chair shall organize and register with Greek Affairs, all Chapter Brotherhood events.

Section 14. Athletics Chair:

- A.) Shall coordinate all intramural athletic competitions.
- B.) Shall be considered captain unless he is not participating in the competition, at which time he will appoint a captain.

Section 15. Cornerstones Chair:

- A.) Shall coordinate all Cornerstone activities.
- B.) The Cornerstones Chair will host a resume workshop every semester.
- C.) The Cornerstones Chair will host a Strengthsfinder workshop every Fall semester and coordinate with the Treasurer to purchase new copies of Strengthsfinder for all incoming members and upperclassmen who wish to retake the quiz.

Article VI – Committees

Section 1. All committees shall be set up to perform specific duties and shall be dissolved upon completion of its objective.

Permanent committees shall exist for ongoing activities for long- term objectives.

- A. Permanent committees include Executive, Points Document Revision, Recruitment, Initiation Week.

Section 2. Each committee shall be composed of at least three members. As stated, the Venerable Dean is an ex -officio member of all committees, but shall not be specifically assigned to any committee other than the Executive Council. The duties of the committee are to be followed as prescribed in the Constitution, By-Laws, officer manuals, and as the situations existing in the Chapter demand. The committee chair shall monitor his committee to ensure timely completion of all tasks, and will report all progress to the Venerable Dean as required.

Section 3. When written reports are deemed necessary by the Venerable Dean or Secretary, they shall be typewritten, with a copy made available for each member. After the report has been read at the Chapter meetings, the original is to be filed with the Secretary and becomes a permanent part of the committee file.

Article VII – Meetings

Section 1. All regular and special meetings of the Chapter shall be held in the Chapter room or at a place the Venerable Dean may direct, subject to a twenty-four (24) hour notice of any changes in the meeting place or time.

Section 2. Special meetings may be held at the call of the Venerable Dean or at the request of three members, provided that notice is posted twenty-four (24) hours in advance.

Section 3. Meetings of the Active Chapter shall be opened and closed and the business transacted in accordance with the *Ritual of the Acacia Fraternity* at least once a month.

Section 4. A quorum shall consist of a 50% plus one (1) of the active members.

Section 5. *Robert's Rules of Order* shall govern all procedures not covered by the local Constitution or *Laws of Acacia*.

Section 6. Official Dress at a formal meeting shall consist of: dress shirt, slacks, socks, shoes, necktie, (jacket recommended for actives, ritual attire for members holding ritual positions). No hats, jeans, pajamas, or tennis shoes allowed.

Article VIII – Advisors

Section 1. The Chapter shall have a Chapter Advisor, a Financial Advisor, and a Faculty Advisor. Section

2. Chapter Advisor

A.) The Chapter Advisor shall be the direct representative to the Acacia Fraternity International Council.

B.) The responsibilities of the Chapter Advisor shall include:

- a. Knowledge of University and International Policies
- b. Financial Oversight
- c. Attend meetings on a monthly basis
- d. Advise Chapter members and officers

C.) Election and Qualification:

- a. No later than the last day of September in a school year where there exists a vacancy in the position of Chapter Advisor, the chapter shall elect an alumnus of the Fraternity to that position. The election shall be one at which there is a joint meeting of the active and alumni members and shall be called for the purpose of electing an individual to the position. An individual, to be elected, shall receive a majority of the total number of alumni and active votes cast. The election results shall be subject to final approval of the chapter house corporation or its equivalent body if no house corporation exists at the chapter. The Chapter shall notify the Executive Director of the International Fraternity of the name, address and telephone number of the properly elected and approved Chapter Advisor.

D.) A Chapter Advisor is nominated and elected by a majority vote of a joint meeting of Active and Alumni members, and then must be approved by the International Council.

E.) Once a Chapter Advisor is elected, they retain the position until any of the following:

- a. Death
- b. Resignation
- c. Removal by a majority vote of the International Council of Acacia International Fraternity.

F.) The Chapter Advisor shall possess no vote in Chapter decisions.

Section 3. Financial Advisor

A.) The Chapter shall select a Financial Advisor who shall have general supervision of the Chapter finances and whose duty it shall be to submit to the Executive Director all budgets of the Chapter for his perusal and suggestions. The Chapter Financial Advisor shall be selected, removed and replaced in the same manner as is provided for Chapter Advisors.

B.) The Financial Advisor, when possible, shall be an alumnus of Acacia Fraternity.

C.) The Financial Advisor shall possess no vote in Chapter decisions.

- Section 4. Faculty Advisor
- A.) The Faculty Advisor must be employed greater than half-time at Iowa State University in a non-union position (staff or academic faculty).
 - B.) The Faculty Advisor shall be the direct representative to Iowa State University.
 - C.) The responsibilities of the Faculty Advisor shall include:
 - i. Knowledge of University Policies
 - ii. Academic oversight of the Chapter and members
 - iii. Financial Oversight
 - iv. Advise Chapter members and officers
 - D.) A Faculty Advisor should be an Acacia alum; if none are available to take the position, a non-alum may be elected.
 - E.) A Faculty Advisor is nominated and elected by a majority vote of the Active Chapter, and then must be approved by the Acacia Corporate Board.
 - i. Death
 - ii. A successor is nominated and elected.
 - iii. Resignation
 - G.) The Faculty Advisor shall possess no vote in Chapter decisions.

Article IX– Constitutional Commentaries

- Section 1. This Constitution may be amended in part or in full by a three-fourths vote of all Active Members. The amendment shall be submitted in writing one week prior to the meeting during which the vote is taken.
- Section 2. This Chapter shall adopt a set of By-Laws or House Policies, a Chapter Academic Standards Plan, and a House Points System, to be handled in the same manner as an amendment.
- Section 3. A copy of this Constitution shall be filed with the State of Iowa, the International Executive Director of Acacia Fraternity, the Office of Greek Affairs and the Student Activities Center at Iowa State University.

The By-Laws of the Iowa State Chapter of Acacia Fraternity

- Section 1. The Iowa State Chapter of Acacia will, in no way, condone or allow any conduct unbecoming of an Acacian. Any member accused of said conduct shall have a complaint filed by anyone formally associated with the Iowa State Chapter who feels action is necessary.
- Section 2. All Complaints shall be submitted in writing to the Judicial Board; if no such entity exists then all complaints should be submitted to the Executive Council.
- Complaints shall consist of:
- 1.) Circumstances
 - 2.) Person(s) involved
 - 3.) Time
 - 4.) Place
- If the Judicial Board accepts the complaint by a 3/4 vote, further action will be taken as provided for in the *Laws of Acacia Code of Procedures*.

- Section 3. The Iowa State Chapter of Acacia's first objective is academics. The requirements for continued membership in Acacia require a brother to be in good academic standing with the University and be in good standing per the Acacia Scholarship Plan. Any member on Academic Probation by the University shall be put on a probationary status for one semester, as defined by the Acacia Scholarship Plan. Any member on Academic Probation loses voting privileges, except for financial matters. During that semester, the member must return to good academic standing, or he becomes suspended from the Active Chapter and loses all privileges for the next semester. If a suspended member returns to the University at a later date, he can petition the active chapter for reinstatement. A suspended member does not gain alumni status. Reinstatement requires a 75% majority vote. A reinstated member assumes probationary status for one semester.

Section 4. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved financial institution/office (must receive authorization via Campus Organizations Accounting Office and Student Activities Center).

A.) All expenditures over \$500 require the signature of the Chapter Advisor.

B.) All funds are to be deposited within 48 business hours of receipt.

C.) Dues are determined by the Active Chapter, and must be approved by a majority vote.

Section 5. The Iowa State Chapter of Acacia abides by and supports the rules, regulations and policies of Iowa State University, as well as local, state, and federal laws.

The House Policies of the Iowa State Chapter of Acacia Fraternity

The House Policies for the Iowa State Chapter will hereinafter be dictated by the Housing Contract each member is required to sign before moving in each fall semester.

The Chapter Academic Standards Plan of the Iowa State Chapter of Acacia Fraternity

The Academic Standards Plan for the Iowa State Chapter will hereinafter be dictated by the most recent version of the Acacia Scholarship Plan.

The House Points System of the Iowa State Chapter of Acacia Fraternity

The House Points System for the Iowa State Chapter will hereinafter be dictated by the most recent version of the Acacia Points Document.