

**Constitution and  
By-Laws  
Of the  
Kappa Gamma Chapter of Phi Beta Sigma Fraternity, Incorporated  
Iowa State University**

**ARTICLE 1: NAME**

The name of this organization shall be **Kappa Gamma Chapter of Phi Beta Sigma Fraternity, Incorporated.**

**ARTICLE II: PURPOSE AND GOALS**

The purpose of the **Kappa Gamma Chapter of Phi Beta Sigma Fraternity, Incorporated, hereafter referred to as Kappa Gamma**, is to advance the ideals of Brotherhood and Service; to promote Education and Scholarship; develop an appreciation of our Culture and to foster such programs as may be indicated by these objects. **Kappa Gamma** abides by and supports established Iowa State University policies, state, and federal laws.

**ARTICLE III: STATEMENT OF COMPLIANCE**

**Kappa Gamma** abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. **Kappa Gamma** agrees to annually complete President's and Treasurer's Training.

**ARTICLE IV: NON-DISCRIMINATION AGREEMENT**

Iowa State University and **Kappa Gamma** do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

**ARTICLE V: MEMBERSHIP**

Membership shall be limited to college men who have completed at least one semester and a cumulative grade point average of 2.5. As a member, one is required to attend meetings on a regular basis, pay dues in a timely manner, and actively support the projects of **Kappa Gamma**. **Kappa Gamma** has the authority, by a two-thirds majority vote, to suspend members for a period of time not exceeding beyond the next following Conclave unless the chapter shall file written charges against such members with such next following Conclave, and the Conclave, by a two-thirds majority, voted to suspend or expel such members.

**ARTICLE VI: OFFICERS**

Elections for officer positions will be held at the end of each Spring Semester. A CAU certified member of the Eta Epsilon Sigma Chapter of Phi Beta Sigma, will serve as the Collegiate advisor. A Campus Advisor will be chosen and confirmed by the entire membership. The advisor should be a member of Phi Beta Sigma Fraternity, Incorporated or Zeta Phi Beta Sorority, Incorporated and have an interest in the purpose and goals of **Kappa Gamma**.

Officers of **Kappa Gamma** must meet the following requirements as described by Iowa State University:

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(a) Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate-level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

(b) Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment, and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

(c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

**Kappa Gamma** shall have the following officers:

- The President shall preside over all meetings, represent **Kappa Gamma** on campus, ensure that **Kappa Gamma** is operating in conformity with the standards set forth by Iowa State University and the Student Activities Center, and maintain communication with the advisor of the chapter and the National Pan-Hellenic Council. The president shall serve as the Risk Management Officer and monitor compliance of chapter activities with Phi Beta Sigma Fraternity, inc. and Iowa State University policies, practices, and procedures.
- The Treasurer shall maintain an accurate record of all **Kappa Gamma** financial transactions, collect dues in a timely manner, develop a budget and present it to the membership for a 2/3 majority vote, co-sign **Kappa Gamma** payment requests along with the advisor, arrange fundraising opportunities for **Kappa Gamma**, and solicit additional funding, if needed, from GSB. The treasurer is also responsible for making sure all dues are paid to the National Pan-Hellenic Council and the national headquarters of Phi Beta Sigma Fraternity, Incorporated.
- The Secretary shall maintain an accurate record of all **Kappa Gamma** meetings and disburse to the membership in a timely manner, maintain a membership directory, and correspond when necessary with Iowa State administration and other recognized organizations. The Secretary shall also be in charge of developing and submitting a calendar of events to the chapter, campus and the National Pan-Hellenic Council.
- The Director of Programming shall be responsible for developing and implementing events that are part of the national programs of Bigger and Better Business, Social Action, and Education.

- The Collegiate Advisor and Campus Advisor shall maintain communication and meet with officers as needed, attend meetings as necessary and be aware of all financial expenditures, and ensure that **Kappa Gamma** is operating in conformity with the standards set forth by Iowa State University, Student Activities Center, guidelines set forth by Phi Beta Sigma Fraternity, Incorporated, and the National Pan-Hellenic Council.

### **Removal of Officers**

Officers and/or advisors may be removed from office by two-thirds vote of the membership if actions are deemed inappropriate by the membership. The officer and/or advisor is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer and/or advisor is not permitted to participate in the deliberation of the Executive Committee regarding the charges. In the case of an officer and/or advisor needing to be replaced or in any other instance of a vacant position, a special election will take place in the month of the replacement. All students will be eligible to vote.

### **Election of Office**

Election of officers will require a majority vote from the general membership. If a candidate fails to receive a majority of votes, a run-off election will be held within the top two candidates that received the most votes. Members interested in becoming an officer must meet the following academic requirements:

- Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum cumulative GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate students, the minimum GPA is 2.5. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
- Be in good standing with the university and enrolled at least half time (six or more credit hours) if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office.
- Be ineligible to hold an office should the student fail to maintain the requirements as prescribed above.

### **Term of Office**

The term of office for all positions will be one full academic year, from August to May. All officers and advisors shall comprise the Executive Committee of the organization. The Executive Committee shall meet in addition to regular **Kappa Gamma** meetings. The Executive Committee shall appoint such committees that are needed to carry out **Kappa Gamma** goals.

### **ARTICLE VII: FINANCES**

The Executive Committee of **Kappa Gamma** will set forth a date at the beginning of each Fall semester when dues need to be paid for the year. Dues are \$25.00 per member per semester. Dues must be paid by the fourth week of each semester. If dues are not paid at the set time, then a late fee of \$5.00 will be incurred. The treasurer shall maintain all financial records and shall co-sign with the president on all **Kappa Gamma** financial transactions.

All monies belonging to **Kappa Gamma** shall be deposited and disbursed through a bank account established at the Campus Organizations Accounting Office and/or **approved institution/office selected by Kappa Gamma**. All funds must be deposited within 48 hours after collection. The adviser to this organization must approve and sign each expenditure request before payment.

If **Kappa Gamma** should dissolve, any financial balance will be donated to charity after all bills have been paid in full.

#### **ARTICLE VIII: MEETINGS**

The Chapter shall hold meetings at least bi-weekly. The executive committee should meet once a month and committee meetings will be held as necessary. Emergency meetings will be held as deemed necessary by the president.

#### **ARTICLE IX: AMENDMENTS AND RATIFICATION**

A Constitution committee will be formed at the beginning of each Fall to revise the constitution. Proposed amendments to this constitution must be submitted in writing at a regular meeting of **Kappa Gamma**. Said amendment(s) will be voted on at a subsequent meeting. In order to adopt the amendment, a vote of 2/3 of the membership is necessary. **Once amendments are approved by Kappa Gamma, the revised constitution will be submitted to the Student Activities Center.**

This constitution shall become effective upon approval by a two-thirds vote of the membership. **Ratified constitutions must be submitted to the Student Activities Center within 10 days for final approval.**