**CONSTITUTION**

**ALPHA OMICRON ASSOCIATE CHAPTER**

**OF PI KAPPA PHI FRATERNITY**

**Adopted August 8, 2014**

**Last Amended January 11, 2016**

**Article I Name:**

The name of this organization shall be the Alpha Omicron Chapter of *Pi Kappa Phi* Fraternity at Iowa State University.

**Article II Purpose:**

Pi Kappa Phi is America's Leading Fraternity offering more cutting-edge leadership, educational, and service opportunities for our members than any other national fraternity in the country. Our vision is to Build Better Men, Build Leading Chapters, and Promote Lifelong Brotherhood. This all begins by recruiting and developing Men of CLASS - Men of Character, Leadership, Academics, Sportsmanship, and Service.

The Alpha Omicron Chapter of Pi Kappa Phi Fraternity at Iowa State University will provide an outstanding experiential learning experience for our members, which, promotes and focuses on leadership development, academic excellence and a commitment to service through Push America and our local community.

**Article III Statement of Compliance:**

**The Alpha Omicron Chapter of Pi Kappa Phi Fraternity abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.  Pi Kappa Phi agrees to annually complete President’s Training, Treasurer’s Training and Adviser Training (if required). The Alpha Omicron Chapter will also abide by and support established Pi Kappa Phi national policies and follow standards and guidelines.**

**Article IV Non-Discrimination Statement:**

**Iowa State University and Pi Kappa Phi 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:**

The members of the Alpha Omicron Chapter of Pi Kappa Phi Fraternity shall be made up of men who are students of Iowa State University. Members shall aspire to uphold the tenants and characteristics of the acronym of CLASS (Character, Leadership, Academics, Sportsmanship, and Service). Additionally our members will abide by local by-laws, Iowa State University polices and Pi Kappa Phi policies related to individual membership in the organization. Important standards that our current and future members will abide by include but are not limited to the following:

* Community College and/or Iowa State GPA of a **2.70**
* Involvement in ISU campus/ high school clubs/activities
* In addition to being involved in clubs and activities we expect our members to be involved in top leadership positions within these organizations.
* Members of the Alpha Omicron Chapter shall be committed to helping the community they live in through individual and chapter philanthropic work (Ability Experience).
* Members shall be outstanding citizens abiding by all local, state and federal laws.
* Any member that is in possession of illegal drugs on chapter grounds shall be subject to membership review and legal action may be taken

**Article VI: Risk Management: Current Risk Chair & Role Listed below**

* Risk Management Chair: Austin Poock
  + Help minimize potential risks for fraternity activities
  + Recommend, implement and evaluate risk management policies or procedures to Pi Kappa Phi
  + Submit documentation to ISU’s Risk Management Office as needed
  + Ensure that Iowa State University policies are followed at all of the organizations events
  + Ensure that proper waivers and background checks are on file with risk management for events

**Article VII Officers:**

1. Officer Duties are listed below. Terms of service for all officer positions are a year. Elections are held November 15th. Method of election is by secret ballot and simple majority. A special election may occur after fall recruitment is completed when the Alpha Omicron chapter membership increases in size providing more leadership opportunities to all members. Members of the Executive council must maintain a 2.75 cumulative GPA in order to run for and hold officer positions.

* Archon:
  + Serves as chief executive of the chapter
  + Preside at all chapter meetings
  + Appoints all committees
  + Oversees the work of the Executive Council and committees
  + Serves as the chapter’s spokesman
  + Acts as the official head of the chapter to execute the crisis management plan
  + Works closely with the Chapter Advisor to ensure the chapter’s continued success
  + Acts with mature judgment, discretion and wisdom in order to make decisions in the best interest of the chapter and the National Fraternity
* Vice Archon:
  + Develop and implement a year-round recruitment program
  + Directly oversee the work of the Recruitment Chairman and Committee
  + Maintain a current and up-to-date listing of all prospective members including important contact information.
  + Educate the chapter members on their roles and responsibilities regarding recruitment.
  + Oversee all recruitment marketing.
  + Ensure that the chapter holds an annual recruitment retreat.
  + Lead the chapter in the bidding process of prospective members.
  + Maintain an officer resource manual or file.
  + Train your successor.
* Treasurer:
  + Learn and monitor financial obligations of the chapter.
  + Educate all members of their financial obligations to Pi Kappa Phi.
  + Prepare a balanced budget before the start of a new academic year.
  + Ensure that each officer is aware of his budgeted account and submit the budget to National Headquarters.
  + Prepare and deliver a Treasurer’s report at each chapter and Executive Committee meeting.
  + Collect all fees owed to the chapter.
  + Pay chapter bills on time to avoid late fees or finance charges.
  + Maintain a complete and organized set of bookkeeping records.
  + Meet with Financial Advisor regularly.
  + Ensure effective officer transition with successor.
  + Report the financials to the IRS via Form 990
* Secretary:
  + Send out mass communication regarding chapter events
  + Help store/maintain chapter records, including minutes and all pre-I/initiation cards
  + Keep accurate records of chapter proceedings (calendars, minutes, goals, etc.)
  + Sending in all communication items to the National Office on time
  + Assisting other officers with the Seven Objectives, Consultant Visit Preparation, and other tasks as necessary.
* Warden:
  + Oversee all associate member education activities
  + Develop a written associate member education program, including written associate member expectations, a calendar of all associate member events for the semester, an associate member syllabus, and a copy of written exams throughout the associate member education process (as appropriate)
  + Work with the Chaplain to organize at least four (4) sub-rituals each semester, as well as the Ritual of Initiation
  + Include a risk management presentation in the associate member education program
  + Develop a written Big Brother program, including Big Brother/Little Brother contracts and a calendar of events for the semester
  + Submit a copy of the chapter’s written associate member education program to the Leadership Consultant each semester
  + Enforce the FIPG no hazing policy at all times
  + Enforce the FIPG alcohol-free policy for all associate member events, sub-rituals, and rituals
  + Ensure all associate members meet the chapter’s initiation requirements
  + Retain 90% of associate members each semester
  + Keep order during chapter meetings
  + Provide on-going member education to all initiated members
  + Remain in contact with the chapter’s Member Education Advisor throughout the semester
* Historian:
  + Proper record keeping
  + Maintaining up-to-date records of addresses and information on alumni members of the chapter
  + One alumni newsletter each year
  + Responsibility of student chapter alumni relations
  + Work with HQ to further alumni relations
  + Chapter-based alumni events
  + Alumni Initiates
  + Graduating senior ritual
* Chaplain:
  + Perform an alumni initiation each year
  + Conduct subordinate rituals throughout the year for both associate and active members
  + Perform a Graduating Senior Ceremony
  + Hold a Formal Chapter Meeting once a month
  + Enforce the FIPG no hazing policy at all times, including sub-rituals and rituals
  + Enforce the FIPG alcohol-free policy for all associate member sub-rituals and rituals
  + Have a written Member in Good Standing status
  + Have a functioning Standards Board
  + Have a written chapter Code of Conduct
* Standards Chair:
  + Standards chair will also assume the role of scholarship chair
  + Update bylaws
  + Ensure members are meeting GPA requirements
  + Assign study hours to those who do not meet GPA requirements
  + Obtain midterms from members who do not meet GPA requirements
  + Host academic programs
  + Assist students on how to get a TA
  + Gives out fines to members who violate bylaws and expectations
  + Facilitates monthly standards meeting

**Removal from Office and Vacancies:**

A member of the Executive Council may be removed from office:

1. By a two-thirds vote of the chapter;
2. As a sanction from the Standards Board upon a majority vote of the chapter;
3. By the Regional Governor or Executive Director of the Fraternity

Should the position of President become vacant, the Vice President shall assume the duties of that office until a successor can be elected. For all other vacancies, the Executive Council shall have the authority to appoint a member to serve as the interim officer until a successor can be elected. Upon notice of the vacancy, the Archon shall call a meeting, at which time nominations shall be opened. Elections shall occur in accordance with the chapter bylaws at the following chapter meeting. The installation of the newly elected officer shall occur immediately following his election.

   The officers of this organization must meet the following requirements:

(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 2.55. 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)."

**Article VIII Advisor:**

The Alpha Omicron Chapter of Pi Kappa Phi will have a Council of Advisors who

provides support and guidance to the chapter and its officers and key committee chairmen in order to ensure stability and consistency term-after-term. An effective Council of Advisors supports chapter officers and key committee chairmen in developing leadership skills, creating goals, and executing plans to achieve chapter excellence. Effective members of the Council of Advisors will effectively and regularly communicate with the officers and key committee chairmen, provide mature adult guidance, connect students with appropriate fraternity and university resources, and collaborate with other members of the Council of Advisors to support the long-term success of the chapter.

Members of the Council of Advisors are approved by local advisors as well as by Pi Kappa Phi National Fraternity (Headquarters located in Charlotte, NC). Advisors if necessary can be removed by the Council of Advisors and if necessary the National Fraternity.

Chapter Advisor –

Pi Kappa Phi Fraternity is a values-based membership development organization that focuses on building brotherhood through character enhancement, leadership development, academic achievement, and commitment to service, lifelong friendship, and social experiences. The Chapter Advisor partners with officers and key committee chairmen, headquarters staff members, other volunteers, and university staff members to help the chapter make intelligent, fair, and reasonable choices within the boundaries established by state, federal, and local laws, as well as Pi Kappa Phi’s standards of conduct and the applicable policies of the university. Chapter Advisors also provide students members with the appropriate amount of challenge and support to make decisions that advance the mission of both the chapter and the national organization. Chapter Advisors are appointed by the National Council in accordance with Supreme Law.

Faculty Advisor –

The Faculty Advisor must be a faculty or staff member at the college/university. The Faculty Advisor must understand the importance of academics, campus involvement and cultivating a diverse chapter. The Faculty Advisor serves as a liaison between the institution and the local chapter, promoting scholastic excellence and supporting the educational growth of the chapter.

Alumni Relations Advisor –

The Alumni Relations Advisor assists in Pi Kappa Phi’s endeavor of promoting lifelong brotherhood. This advisor works directly with the chapter Historian and provides alumni with an avenue to get involved with the chapter and stay in touch with chapter activities.

Financial Advisor –

The Financial Advisor provides guidance to the undergraduate chapter in order to develop a consistent bookkeeping system and remain current on financial obligations. This advisor ensures that the chapter is operating on a sound financial basis and saving for the future.

Member Education Advisor –

The Member Education Advisor understands the importance of leading the chapter by example and developing a positive environment for the associate members and initiated members. This advisor works directly with the Warden and Chaplain, advises the New Member Education Committee, and supports the chapter’s associate member education and ongoing member development program. The Member Education Advisor ensures that the New Member Education Committee is providing associate members with valuable learning opportunities that focus on the core values of Pi Kappa Phi, leadership development, and self-awareness.

Additional advisor positions may be created based on the needs of the chapter and interest from potential advisors. It is the chapter’s goal to have all of these Council of Advisor positions filled and we will do our best to do so recognizing the limited number of alumni residing in Ames and working in the ISU community.

**Article IX Recruitment:**

Criteria for potential new members to receive bids:

* Incoming freshmen require high school GPA of 2.5
* Students who have completed a semester at Iowa State University require a GPA of 2.7
* Transfers/community college require a GPA of 2.7

To extend a bid to a new member requires a 2/3 vote from the recruitment team & executive council.

**Article X Finances:**

The finances of the undergraduate chapter shall be handled and managed by the elected undergraduate leaders (i.e. Treasurer). The Council of Advisors will include a Financial Advisor who will provide advice and oversight to the undergraduate Treasurer. Additionally through the national organization, the undergraduate chapter is required to use Omega Fi. Omega Fi assists in billing members’ dues, collecting dues, dealing with members who are delinquent in paying their dues.

All monies belonging to the Alpha Omicron Chapter shall be deposited and disbursed through a bank account at a local bank in Ames, Iowa.

The undergraduate chapter prior to the start of the fall and spring semesters will determine dues for membership in the Alpha Omicron Chapter.

Any member who purchases items for chapter use and wishes to be reimbursed must obtain prior approval from the archon or treasurer. The chapter is not responsible to reimburse any member that does not obtain the proper approval or does not obtain an itemized receipt.

Any member who abuses chapter funds such as using chapter funds for personal use will be subject to membership review and possible legal action may be taken.

**Article XI: Amendment Process**

This Constitution may be amended by a three-fourths vote of the chapter, provided notice of the proposed amendment was given at the preceding chapter meeting, the amendment was distributed to the chapter at least one week in advance, and that the proposed amendment is consistent with the Constitution and Supreme Laws of Pi Kappa Phi Fraternity.

**Article XII: Fines**

Failing to provide an acceptable excuse for missing your house duty, chapter, or other commitments will result in a fine on the 1st infraction. Fines will increase by a predetermined amount based on the number of times the brother has missed the event after the initial fine. Only be completing consecutive house duties on time or attending consecutive chapters, meetings, events etc. can the brother be put back in original standing. If you are going to be absent from an event, text the secretary your excuse ahead of time for chapter, ROI, Active chapter, or EC. Text the Co-chair Greek events. Text the House Manager for absences regarding house duties, waiter duties, and cleaning matters. Text your committee chair if you are going to miss your committee meeting.

Active chapter $50

ROI $100

House duties- $10

Dinner duties- $10

Chapter $25

Waiter $10

Cleaning $10

Missing Greek events $10

Missing committee meetings $10

Weekend cleaning responsibilities shall be enforced and determined by the warden

* Those who do not attend weekend cleaning will receive a fine of $10

**Article XIII Standards board nominations and elections protocol:**

The standards board shall consist of 5 members, or in times of shortages of active brothers 3 shall suffice.

Standards Board will consist of the Standards Chair, The Sargent at Arms, The Scribe, as well as two other brothers deemed acceptable to perform the roles of the standards board.

The ideal Standards Board members should be of varying years of education so as to get better perspective and different points of view. Members of the Standards Board should also be approachable, unbiased, logical, and analytical and above all: fair. Apart from that they must meet the basic standards and guidelines for brothers of Pi Kappa Phi set by the chapter and the national organization.

The process of appointing a full standards board should follow the model below (or a method similar).

* Standards Chair is elected
* Standards Chair Nominates individuals during Exec meeting 1-2 weeks after his election.
  + Others may also run from the floor by submitting an application before the determined deadline.
* Once the pool of applicants have been determined, applicants must submit an application form. This form, aside from contact and other basic information, should contain a description of why they feel they are qualified to serve on the standards board; as well as the reason why they want to serve on the Board and any other merits that would warrant their nomination.
* From there, the executive council should confirm that these are worthy candidates. Following that, the chapter as a whole should vote in a manner similar to officer elections to determine the composition of the standards board.

**Article XIV: Live-in requirements**

- The executive council must live in the house for the duration of their term

- All other member will be required to live in for a total of 4 semesters, and until they have completed 6 semesters of school.

- The members of the house will be responsible for filling a “break even number” of year-long contracts and this number will be set by the AOBC II

- New members are required to live in by the following year after they have been signed

**Appendix**

During a membership review process, a 2/3 vote is required for the expulsion of a member from the chapter.