



Delta Delta Chapter
Kappa Alpha Psi Fraternity, Inc.
TRAINING FOR LEADERSHIP SINCE 1911®

BYLAWS

MISSION STATEMENT

"TO PROVIDE VALUE TO THE JACKSON STATE UNIVERSITY COMMUNITY BY SUPPLYING MEANINGFUL PROJECTS, SOCIAL PROGRAMS AND FINANCIAL CONTRIBUTIONS, WHILE FOSTERING AN ENVIRONMENT FOR ACHIEVEMENT AMONG OUR MEMBERS. CONCENTRATION WILL BE IN THE AREAS OF UNDERPRIVILEGED YOUTH, SCHOLASTIC ACHIEVEMENT, PROVIDING ROLE MODELS FOR HIGH SCHOOL MALES, WITH SECONDARY EMPHASIS OF SPONSORING SOCIAL ACTIVITIES DESIGNED TO INVOLVE THE COMMUNITY AND RAISE FUNDS. WE WILL ACCOMPLISH OUR MISSION BY STRIVING FOR AND ULTIMATELY ACHIEVING EXCELLENCE IN EVERYTHING WE DO."

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ARTICLE I

NAME

The organization shall be named **DELTA DELTA CHAPTER OF KAPPA ALPHA PSI FRATERNITY, INCORPORATED** with jurisdiction as prescribed by the Constitution and Statutes of Kappa Alpha Psi Fraternity, Incorporated, its parent body.

ARTICLE II

OBJECTIVES

The objectives of this chapter shall be:

- 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;
- F. To carry out appropriate programs of the Grand Chapter, Province Council, and Jackson Alumni Chapter.

ARTICLE III

ORGANIZATION AND GOVERNMENT

Section 1. The principal units of organization/government of Delta Delta Chapter shall be:

1. The Board of Directors,
2. The Officers,
3. The Board Members-At-Large and
4. The Standing Committees

Section 2. The officers shall be: Polemarch, Vice-Polemarch, Keeper of Records, Assistant Keeper of Records, Keeper of Exchequer, Assistant Keeper of Exchequer, Strategus, Lieutenant Strategus and Historian/Reporter, all of whom **Must be elected and hold their respective offices for a period of one year** and until their successors are elected and qualified.

Section 3. Any Officer who misses two consecutive chapter meetings, two consecutive Board of Directors' meetings, and/or fails to provide a written report at two consecutive chapter meetings, will automatically relinquish his position. The Board of Directors are required to appoint a member in good standing to complete the term of said position (s), preferable by the next regularly scheduled chapter meeting.

ADVISORS

Section 1. The Jackson Alumni Chapter shall serve as the supervising chapter for the Delta Delta Chapter as appointed by the Province Polemarch. Alumni Advisor(s) for the Delta Delta Chapter shall be members in good standing of the Jackson Alumni Chapter.

Section 2. The duties of an alumni advisor (s) shall include - [i] attending undergraduate chapter meetings at least once each month, [ii] examining accounts payable and receivables monthly, [iii] supervising activities relating to initiation, [iv] making recommendations concerning financially delinquent members, and [v] performing such other duties required of him by the college or the Fraternity. Alumni advisors shall not usurp the responsibilities and authorities of undergraduate chapters for managing their affairs, consistent with college regulations and the Constitution, Statutes and Fraternity Regulations.

Section 3. Each alumni advisor appointed by the Fraternity shall receive supervision from and report directly to the Province Polemarch of jurisdiction.

Section 4. The alumni advisors shall be reimbursed from the operating fund of the Chapter for necessary expenses incurred in relation to his duties.

Section 5. Only one advisor should be paid for when it comes to attending different grand meetings. With the exception of that it is 1 advisor/brother for every 10 active brothers/prospects.

Section 6. The chapter members should be in good standing with appointed advisors, appointed by province Polemarch, if not the chapter members reserve the right to express concerns to the Province Polemarch.

ARTICLE IV

BOARD OF DIRECTORS

The Board of Directors will consist of: Polemarch, Vice-Polemarch, Keeper of Records, Keeper of Exchequer, Strategus, and three Board Members-At-Large. The purpose is to provide recommendations to the body for consideration. The Board of Directors shall represent the Chapter in all legal matters when authorized.

ARTICLE V

OFFICERS OF THE CHAPTER

Their respective duties are:

- Section 1. **POLEMARCH** The Polemarch shall be the official head of the Chapter. He shall preside at all its meetings and maintain general supervision by law. He must have monthly meetings with the Board of Directors. He shall have the power to call special and extra meetings when he considers it necessary, with the Board of Directors approval. In such cases, every financial member of the chapter shall be notified in advance of such meetings(s). During an executive session, the Polemarch must never obligate the chapter, or authorize expenditures, without providing data supporting the vote of each board member. A two-thirds vote of the Board of Directors will be required. Even during telephone process. The Polemarch shall see that the officers of the Chapter discharge their duties faithfully, impartially, accurately and promptly, and he shall enforce strict observance of the laws and policies of the Fraternity. He shall sign all expense vouchers for the payment of money authorized by the Chapter and perform such other duties as may be imposed upon him by law. Attend all meetings such as: Grand Chapter, Provincial, C. Rodger Wilson Leadership Conference.
- Section 2. **VICE-POLEMARCH** It shall be duty of the Vice-Polemarch to perform the duties of the Polemarch when the Polemarch is absent or otherwise unable to serve, and to perform such duties as may be required of him. The Vice Polemarch shall serve as Coordinator of Committees
- Section 3. **KEEPER OF RECORDS** It shall be the duty of the Keeper of Records to keep accurate and complete account of all records and transactions of the Chapter. (especially details of motions and their status); to conduct its correspondence; to submit promptly and accurately all reports required of him by the Grand Polemarch, the Grand Board of Directors, and the Province Polemarch. He shall maintain, in the archives, copies of all Confidential Bulletins, Journals, Monthly Meeting Reports, and such other releases as may be issued from the Grand Polemarch, Grand Board of Directors, National Headquarters, Southwestern Province Polemarch, and by such other persons as the Grand Board of Directors may designate. The Officers' Report, which lists all current Officers, must be submitted to the Grand Chapter by June 30. Submit Chapter Certification Report by the prescribed deadline. **Note that failure to submit reports on time will result in fines to the Chapter.**
- Section 4. **ASSISTANT KEEPER OF RECORDS** It shall be the duty of the Assistant Keeper of Records to perform the duties of this office when the Keeper of Records is absent or otherwise unable to serve, and to perform such other duties as may be required.
- Section 5. **KEEPER OF THE EXCHEQUER** The Keeper of the Exchequer shall have the care and custody of all monies of the Chapter and shall pay out the same only upon expense vouchers authorized by the Chapter and signed by the Polemarch. He shall provide a monthly report at Chapter meetings that provides year-to-date expenditures, with references to the budget proposal for each account. Each expenditure must have an individual account number. There shall be no closure without proper receipts. He shall keep all receipts and disbursements of this office in well bound books suitable for the purpose, and his books and records shall be open for inspection at all times by the Chapter membership, Province and Grand Board of Directors. He shall perform such duties as may be required of him. A year-end financial report is required to both the Grand Chapter and the Province.

- Section 6. **ASSISTANT KEEPER OF THE EXCHEQUER** It shall be the duty of the Assistant Keeper of the Exchequer to perform the duties of this office when the Keeper of the Exchequer is absent or otherwise unable to serve, and to perform such duties as may be required.
- Section 7. **STRATEGUS** The Strategus shall have charge of the approaches to the meeting room when the Chapter is in session, shall preserve order and decorum, taking care that none not duly qualified enter or retire without permission, and perform such other related duties as may be required of him
- Section 8. **LIEUTENANT STRATEGUS** The Lieutenant Strategus shall assist the Strategus in the performance of his duties, act for him in his absence; and Perform such other related duties as may be required of him.
- Section 9. **HISTORIAN/REPORTER** The Historian/Reporter shall collect, compile, and preserve historical and biographical data for the Chapter, and shall transmit such data when requested of him by the Grand Historian. He shall maintain file copies of all Kappa Alpha Psi Journals and evidences of individual or Chapter achievement. He shall prepare a Chapter History. He shall forward to Kappa Alpha Psi Journal news items and other items for publication in such forms and at such time as shall be indicated.

ARTICLE VI

BOARD MEMBER-AT-LARGE

There will be three Board Members-At-Large. Each shall be elected individually. They are responsible for providing additional representation, on behalf of the membership, to the Board of Directors, and other duties as may be required.

ARTICLE VII

COMMITTEES

There shall be six committees known as standing committees of the Chapter. These are Guide Right, Social Activities Committee, Membership Intake, Community Outreach, Standard of Excellence, and Academic Affairs. Each committee chairman's responsibilities are: 1) to provide the name of each member on the committee to the Keeper of Records, 2) to notify each committee member a minimum of three working days prior to committee meetings, and 3) to submit a written report to the Keeper of Records for the membership at regularly scheduled meetings. The Polemarch may create other ad hoc committees as needed.

The committees and their respective duties:

- Section 1. **GUIDE RIGHT** This committee shall serve as a liaison and coordinator for community service programs. The committee must involve the membership and the public. This interaction will enhance various skills of youth and create a

wholesome environment that will be conducive to growth and development of our youth, families, and all mankind.

- Section 2. **SOCIAL ACTIVITIES** This committee shall serve multiple Functions: Scholarship, Fundraising, Campus Related Events and elsewhere as may be required.
- Section 3. **MEMBERSHIP INTAKE** This committee shall be responsible for securing quality candidates, presenting these candidates to the chapter for interviews, and completing the process per National guidelines. Furthermore, this committee must provide the complete orientation for new members such as: The Constitution, Protocol/Etiquette, Songs, Traditional Customs, By-Laws and local history of Kappa Alpha Psi Fraternity, Inc. before another intake process may take place.
- Section 4. **COMMUNITY OUTREACH** This committee shall be responsible for securing quality community services projects for the chapter throughout the year. They must also adhere to the national projects and inform the chapter appropriately.
- Section 5. **STANDARD OF EXCELLENCE** This committee shall be responsible for the Jackson State University NPHC monthly, semester, yearly report. This report is vital in the chapter on yard success. They must keep in close contact with the Keeper of record to remember dates and events to help plan the year accordingly, and win chapter of the year award.
- Section 6. **ACADEMIC AFFAIRS** This committee shall be responsible for all forums when it comes to quality representation of the chapter. It should be no forums thrown without some sort of organization through this committee.

ARTICLE VIII

FRATERNAL YEAR

- Section 1. **DELTA DELTA CHAPTER** Year begins September 1 and ends May 31. All accounts shall be transferred to the new officers by the aforementioned date or by the close of the Spring semester of each year. Dues must be paid by October 1.
- Section 2. **SOUTHWESTERN PROVINCE COUNCIL** Year begins October 1 and ends September 30. Membership Rosters must accompany dues, which must be paid by October 1.
- Section 3. **GRAND CHAPTER** Years begins October 1 and ends September 30. Dues must have paid by October 1.
- Section 4. The chapter must do at least 1 Community Service project monthly.
- Section 5. Each member must acquire at least 20 hours of Community Service each semester.

FISCAL YEAR

The Chapter's fiscal year will be from the third Saturday or Sunday in August through the third Saturday or Sunday in June, both dates inclusive.

ARTICLE IX

MEETINGS

- Section 1 . This Chapter shall hold at least one regular meeting each month, except during the months of June, July, and August. However, when circumstances dictate, with the approval of the Chapter's Board of Directors, the Polemarch may schedule special and extra Chapter meetings on other than the aforementioned times of the month. Notice shall be provided to the entire financial membership at least three working days in advance. No formal or business meeting can take place without the Keeper of Records and the Exchequer reports.

Section 2. Each member on the role of the Chapter shall receive notice, in writing, of the date, time, and place of the regular meeting. Notice of such meetings shall be sent at least three working days prior to the meeting date.

QUORUM

Section 3. A quorum for regular or special meetings of the Chapter shall consist of five financial members.

Section 4. Only a quorum will be allowed to bring recommendations when financial assessment, rule changes, and other items critical to the Chapter's existence and operations are concerned.

Section 5. A quorum for meetings of the Board of Directors shall consist of at least three members of the Board of Directors.

Section 6. A quorum for the meetings of a committee shall consist of at least three members of the committee.

ARTICLE X

BUDGET

Section 1. A proposed budget shall be prepared by the Board of Directors. This budget will be presented to the Chapter at the September meeting for approval for the current year.

Section 2. The approval of the budget automatically appropriates funds in the said budget. Chapter approval for the expenditure of all funds is needed, except where provisions are made in budgetary limits.

Section 3. **DISBURSEMENT OF FUNDS** No checks shall be signed and issued by the Keeper of the Exchequer unless the expense voucher that is presented to him is signed by the Polemarch (with his approval, the Keeper of Records may sign) and cites the specific authority for the expenditure of said funds

ARTICLE XI

DUES AND ASSESSMENTS

Section 1. The annual Chapter dues for each fiscal year will be fixed at the time of the budget for the fiscal year if approved by the Chapter. All dues will be paid in full by October 1 of the current fiscal year. (The grace period ends December 31 in the current fiscal year.)

- Section 2. Brothers becoming affiliated with the Delta Delta Chapter for the first time will be required to pay the following, if due:
- A. Grand Chapter Dues
 - B. Province Chapter Dues
 - C. Local Dues
- Section 3. Any personal assessments duly approved by the membership and not paid within that fiscal year will be added to a member's dues the ensuing fiscal year in order to become financially active.
- Section 4. **DUES, FAILURE OF MEMBER TO PAY**
Any member of the Delta Delta Chapter who fails to pay his current Grand Chapter, Provincial Chapter and Local dues shall be automatically placed on the non-financial list, and will not be entitled to vote or participate in any Chapter activities, until his Indebtedness has been paid in full or satisfied (See section 5 below).
- Section 5. **MEMBER RE-INSTATEMENT TO FINANCIAL STATUS**
As a condition precedent to the re-instatement of any member of the Delta Delta Chapter who has been deemed un-financial for a period of longer than one year he must first deposit with the Keeper of Records a sum sufficient to pay his current Grand Chapter dues plus any re-instatement fee, his current Provincial dues, and his current annual dues to the Delta Delta Chapter.
- Section 6. Exempt Status and Life Membership for Delta Delta Chapter applies only to Chartered Members. However, this status does not apply to Grand Chapter assessment(s).
- Section 7. All Senior Kappa's (members age 60 and older) shall have the option of paying one half of their local {Chapter} dues.

ARTICLE XII

ELECTION PROCESS

NOMINATING COMMITTEE

- Section 1. The Nominating Committee will consist of an appointed chairman and two volunteer members in good standing. The committee will be approved by the body.
- Section 2. The Nominating Committee's responsibilities are: (1) to provide forms for candidates at the March (regular) meetings, (2) to verify each candidate's status with Grand Chapter and Delta Delta Chapter Keeper of Records, and (3) to prepare a ballot of qualified candidates for the April meeting election. Forms specifying positions must be received by the close of the March Meeting. No forms will be accepted afterwards, and all candidates must be Present to accept their nominations.

Section 3. Only vacant positions will be filled from the floor on Election Day.

OFFICER QUALIFICATIONS

Section 4. A candidate for Polemarch or Vice-Polemarch: 1.) must attend C. Rodgers Wilson Leadership Conference Polemarch Workshop and the Southwestern Province Council Meeting the year elected. Failure to attend either meeting will result in immediate suspension.

Section 5. All elected officers must attend C. Rodger Wilson Leadership Conference (CRWLC) within the year elected.

Section 6. All candidates must have attended Southwest Province Council Meeting within the year elected.

Section 7. All candidates must have been directly involved with local programs during the last year. In the case that the chapter has an off year of Intake. So, following year goes as follow.

Section 8. All candidates must meet all National requirements.

Section 9. All candidates must be in good standing.

Section 10. All candidates for office must have been initiated at the Delta Delta Chapter.

VOTING

Section 11. Members must be in good standing as of the April meeting in order to vote.

Section 12. Absentee ballots will be available for members in good standing who will not be available during the election of officers.

Section. 13. Only the advisors, board of directors, and election nominating chair will have access to voting ballot and votes by members.

DELEGATES FOR MEETING

Section 14. Delegates for State Caucus. Southwestern Province Council or Grand Chapter Meetings must be elected by the financial membership. With exception of Polemarch who must attend. Any member elected as a delegate must be present to accept the nomination. Each delegate must provide a report at the next regularly scheduled meeting following the event. Each delegate must file a voucher. The voucher must be accompanied by receipts accounting for details of expenditures. All non-receipted monies must be returned to the Chapter (Keeper of Records) by the next regularly scheduled meeting following the event.

ARTICLE XIII

MEMBERSHIP INTAKE

- Section 1. The Membership Intake Process must follow the National Guidelines.
- Section 2. There will be no pledging or hazing of any potential candidate(s). Any member identified as participating in any type of illegal activities will be immediately referred to the Province Polemarch for expulsion and other action(s) deemed necessary by Grand Chapter.
- Section 3. Only financial members will be permitted to interview and vote for the acceptance of applicants for the intake process. All members must be in **GOOD STANDING** prior to the interview/vote. Membership Intake process and has to be in good standing with current Intake chairman/committee.
- Section 4. All members will be taken through an orientation and provided a copy of the Current local chapter history and By-Laws within two weeks (14 days) after the initiation ceremony.

ARTICLE XIV

GRIEVANCE PROCEDURE

Any member that believes he has been discriminated against in any manner must submit each complaint in writing to the Advisor(s) within 10 working days of the date of occurrence. The Advisor(s) must assemble the Board of Directors to hear and discuss grievance. The Board of Directors must seek a solution that is fair to the grievant and to the Chapter. The agreement must not deviate from the realm of our National Constitution, Statutes and Guide to Protocol and Etiquette. If this situation cannot be resolved, the Board of Directors shall submit its recommendation to the membership in writing at the next regularly scheduled meeting for a decision by the majority vote. The solution/decision/reply will be mad in writing to the grievant within 30 working days after receipt of the complaint.

ARTICLE XV

AMENDMENTS

- Section 1. These By-Laws may be amended by a two-thirds majority vote of the financial membership present of the chapter at the beginning of the fraternal year (September and/or October meetings only).
- Section 2. Proposed amendment(s) must be submitted to the chapter at least one month prior to a vote being taken on the proposed amendment(s).

CERTIFICATION

These bylaws were approved by the Advisors and Board of Directors for the Delta
Delta Chapter on **October 1st, 2019.**

Kalvin Robinson	October 1 st , 2019
Primary Advisor	Date
Tevin A. Jackson	October 1 st , 2019
Polemarch	Date
Desmond Jones	October 1 st , 2019
Vice Polemarch	Date
Aaron L. Bailey	October 1 st , 2019
Keeper of Records	Date
Nigel R. Miller	October 1 st , 2019
Keeper of Exchequer	Date
Jailon Davis	October 1 st , 2019
Board Member	Date
Donovan Johnson	October 1 st , 2019
Board Member	Date