

BY-LAWS

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ARTICLE I - NOMENCLATURE

The organization shall be the Austin Alumni Chapter of Kappa Alpha Psi Fraternity, Incorporated [hereinafter referred to as the Chapter] with jurisdiction as prescribed by the Constitution and Statutes of Kappa Alpha Psi Fraternity, Incorporated, its parent body [hereinafter referred to as the Fraternity].

For purposes of these bylaws, “active” and “financial” shall mean that the member has submitted full payment of Grand Chapter (Fraternity), Province, and Chapter dues for the current fraternal year. Full or subscribing life memberships at the Grand Chapter or Province level shall satisfy dues obligations for that level.

EN 4/16/19: We never really define “active” or “financial”. The purpose of this section is to define those terms.

ARTICLES II - OBJECTIVES

The objectives of the Chapter shall be:

1. To unite college men of culture, patriotism, and honor in a bond of fraternity.
2. To encourage honorable achievement in every field of human endeavor.
3. To promote the spiritual, social, intellectual, and moral welfare of its members.
4. To assist the aims and purposes of colleges and universities
5. To inspire service in the public interest.
6. To observe, adhere to, and promote the objectives of the Fraternity.
7. To encourage active participation by all members of the Fraternity.

ARTICLE III - ORGANIZATION AND GOVERNMENT

Section 1. The principal units of organization of the Chapter shall be the elected officers, the Board of Directors, and the various committees.

Section 2. Officers and Terms

- 2.1 The officers shall be a Polemarch, Vice-Polemarch, Keeper of Records, Assistant Keeper of Records, Keeper of the Exchequer, Assistant Keeper of the Exchequer, Strategus, Lieutenant Strategus, Historian, Parliamentarian, MTA Chairman, Reporter, Members of the Board of Directors, and such other officers as may be required.
- 2.2 The term for each position shall be for a period of one year. If the office of Polemarch is vacant, the Vice Polemarch will assume the role of Polemarch and the Board of Directors shall nominate a new Vice Polemarch, and the financial members of the Chapter shall confirm the nomination via vote. If there is a vacancy in an office other than Polemarch, the Board of Directors shall nominate a successor and the financial members of the Chapter shall confirm the nomination via vote.

Section 3 - Laws

The laws of the Chapter and the order of precedence shall be:

- 3.1 The Constitution of Kappa Alpha Psi [hereinafter referred to as the *Constitution*].
- 3.2 The Statutes of Kappa Alpha Psi [hereinafter referred to as the *Statutes*].
- 3.3 The Ritual of Kappa Alpha Psi [hereinafter referred to as the *Ritual*].
- 3.4 Such other regulations as may be established by the Grand Board of Directors [hereinafter referred to as *Fraternity Regulations*].
- 3.5 The By-Laws of the Southwestern Province [hereinafter referred to as the *Province*].
- 3.6 The By-Laws of the Chapter.

ARTICLE IV - OFFICERS OF THE CHAPTER

The officers of this Chapter and their respective duties are as follows:

Section 1. Polemarch

- 1.1 The Polemarch shall be the official head of the Chapter.
- 1.2 He shall preside over all meetings and have general supervision in accordance with the Constitution, Statutes, and Rituals.
- 1.3 He shall have the power to call a special meeting when he considers it necessary, provided that in such a case, every member of the Chapter is notified at least five days ~~in~~ prior to the meetings.
- 1.4 He 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.
- 1.5 He shall sign all warrants for the payment of money authorized by the Chapter and perform other duties that may be required of him.

Section 2. Vice Polemarch

- 2.1 It shall be the duty of the Vice-Polemarch to perform the duties of the Polemarch when the Polemarch is absent or otherwise unable to serve.
- 2.2 He shall also perform other duties that may be required of him.

Section 3. Keeper of Records

- 3.1 It shall be the duty of the Keeper of Records to keep an accurate and complete account of all records and transactions of the Chapter.
- 3.2 To author the Chapter's outgoing correspondence.
- 3.3 To receive all monies collected by the Chapter and transfer the collected monies to the Keeper of Exchequer.
- 3.4 He shall have the authority to sign warrants approved by the Polemarch.
- 3.5 To submit promptly and accurately all reports required of him by the Grand Polemarch, the Grand Board of Directors, the Executive Committee, and the Province Polemarch.
- 3.6 He shall maintain file copies of all Confidential Bulletins and of such other releases as may be issued from the Fraternity.
- 3.7 He shall make the books of the Keeper of Records available for inspection at all times by the financial members of the Chapter, Grand Polemarch or designee, and/or Province Polemarch or designee.

Section 4. Assistant Keeper of Records

- 4.1 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.
- 4.2 He shall also perform other duties that may be required of him.

Section 5. Keeper of the Exchequer

- 5.1 The Keeper of the Exchequer shall have the care and custody of all the moneys of the Chapter.
- 5.2 He shall issue payment for warrants approved by the Polemarch.
- 5.3 He shall keep all receipts and disbursements of his office in well-bound books or electronically, suitable for the purpose, and his books and records shall be open for inspection at all times by the Chapter membership, the Grand Polemarch or designee and/or Province Polemarch or designee.
- 5.4 He shall perform such other duties as may be required of him.

Section 6. Assistant Keeper of the Exchequer

- 6.1 It shall be the duty of the Assistant Keeper of Exchequer to perform the duties of this office when the Keeper of Exchequer is absent or otherwise unable to serve.
- 6.2 He shall also perform other duties that may be required of him.

Section 7. Historian and Reporter

- 7.1 The historian 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.
- 7.2 He shall maintain file copies of all Kappa Alpha Psi Journals and evidence of individual or Chapter achievement.
- 7.3 He shall prepare a Chapter History.
- 7.4 The Reporter shall forward news items and other items to the Kappa Alpha Psi Journal for publication in such form and at such time as shall be indicated.

Section 8. Strategus

- 8.1 The Strategus shall have charge of the approaches to the meeting room when the Chapter is in session.
- 8.2 He shall preserve order and decorum, taking care that none not duly qualified enter or retire without permission.
- 8.3 He shall perform such other related duties as may be required of him.

Section 9. Lieutenant Strategus

- 9.1 The Lieutenant Strategus shall assist the Strategus in the performance of his duty and perform the duties of this office when the Strategus is absent or otherwise unable to serve.
- 9.2 He shall perform such other related duties as may be required of him.

Section 10. Parliamentarian

- 10.1 The Parliamentarian shall be knowledgeable of the Robert's Rules of Order, Grand Chapter Constitution and Statutes, the by-laws of the Southwestern Province and by-laws of the Austin Alumni Chapter.
- 10.2 He is responsible for ensuring that order, decency, regularity, and dignity is preserved in all meetings of the Chapter.

ARTICLE V - BOARD OF DIRECTORS

- 1.1 The Board of Directors shall be composed of nine members, five of whom shall be the Polemarch, Vice-Polemarch, Keeper of Records, Keeper of Exchequer, and Strategus.
- 1.2 Other officers shall be the immediate-Past Polemarch and three members elected from the floor.
- 1.3 The Board of Directors will meet once a month. The monthly meeting day and time will be determined by the Polemarch as early as the summer prior to the start of the fraternal year, but no later than the September chapter meeting. The Polemarch shall have the power to call a special meeting of the Board of Directors when he considers it necessary, provided that in such a case, every member of the Board of Directors is notified at least one day prior to the meeting.
- 1.4 Members of the Board of Directors shall be notified of any cancellation or rescheduling at least three hours before the scheduled board meeting.
- 1.5 At the discretion of the Polemarch, the Board of Directors may conduct meetings by conference call, electronic-communication, or other means of telecommunication. All financial brothers shall be notified at least one day prior to the beginning of such meetings.
- 1.6 The Board of Directors shall represent the Chapter in all legal matters when authorized by the Chapter to do so, and shall perform such other related duties as may be required of them.

ARTICLE VI - ELECTION OF OFFICERS

- 1.1 All officers shall be elected via a secret ballot vote by financial members of the Chapter. A simple majority of the total number of votes cast shall determine the winner.
- 1.2 At the February chapter meeting, the Polemarch shall appoint a nominating committee Chairman ~~will be selected at the February meeting~~. The Chairman will then select no more than 3 members for the nominating committee. The nominating committee Chairman shall determine if the member proposed for nomination is currently an active (financial) member at the chapter, Province, and Grand Chapter levels. Members who are not financial shall not be eligible for elected office.

EN 4/15/19: This revision clarifies the authority of the Polemarch to appoint a nominating chair. It has been the practice that the Polemarch appoints the nominating chair. If the intent is that the chapter membership elects the chair then the bylaws should be revised to reflect that practice.

There have been questions posed in the past as to whether a member who is not financial can be nominated for office. The response to that questions is that they must be financial when they assume office. That practice is inconsistent with C&S (Statute 16 – Section 7).

- 1.3 At the April chapter meeting, the committee shall bring forth the official slate of nominees for inclusion on the ballot. At this time, nominees from the floor may also be added to the ballot.

EN 4/15/19: The revision is intended to provide clarification on what is really happening with the committee nominees and those nominated from the floor.

- 1.4 The elections shall be conducted at the May meeting. Financial members present at the May meeting shall cast their secret ballot. The nominating committee Chairman shall send an electronic and hard copy ballot to all financial members. If a financial member will not be present at the May meeting, he may cast his ballot electronically at any time starting after receiving the electronic ballot, and no later than 2 days prior to the May meeting date. All electronic ballots must be emailed directly to the nominating committee Chairman who shall maintain the anonymity of the member's vote. All electronic ballots must be printed out by the Chairman and brought to the May meeting to be tabulated along with all other ballots. If a financial member will not be present at the May Meeting, he can mail a hard copy ballot to the Chapter P.O. Box at any time starting after receiving the ballot, and it must be postmarked no later than 2 days prior to the May meeting date. All hard copy ballots must be addressed in "care of" the nominating committee Chairman. All hard copy ballots mailed to the P.O. Box must remain sealed until the committee begins to tabulate the results at the May meeting.

EN 4/15/19: Even with the use of electronic ballots, the anonymity of the member's vote must be maintained.

1.5 Officer installation will occur at the June meeting.

ARTICLE VII - MEMBERSHIP

Section 1. Anyone whose initiation into Kappa Alpha Psi Fraternity can be certified by the Executive Director or online via the Fraternity membership database is eligible to become a member of the Chapter, provided his academic (college) class has graduated.

Section 2. Any male of good moral character who has a Bachelor's Degree or equivalent from an accredited college or university, [conferred at least three calendar years prior to the Chapter's informational meeting for MTA in the Spring, Summer or Fall, as appropriate](#), is eligible to be considered for the MTA program with the Chapter.

EN 4/15/19: Ensures that the applicant has some stability prior to seeking membership into the alumni chapter.

Section 3. No person shall be admitted to membership in this Chapter who is or who has been a member of any other similar college fraternity.

ARTICLE VIII - MEMBERSHIP INTAKE AND INITIATIONS

Section 1. In accordance with its Constitution and Statutes, the Fraternity has adopted the Membership Training Academy to regulate and oversee all policies and procedures concerning the selection, orientation, testing, and initiation of new members. The Chapter will only abide by the policies and procedures set forth within the Membership Training Academy.

Section ~~3~~2.

2.1 The Chapter may participate in no more than two (2) MTA sessions per year (Spring MTA, Summer MTA, Fall MTA, or a special MTA session scheduled by the SWP MTA Committee). The MTA dates and times will be determined by the SWP MTA Committee, and the Chapter MTA Planning Document shall be completed by the Chapter MTA Chairman.

2.2 The cost of initiation shall consist of paying:

2.2.1 Any and all dues, fees, and assessments specified by MTA process guidelines,

2.2.2 [Province and](#) Chapter dues for two (2) fraternal years.

EN 4/16/19: QUESTION: The Province collects one year of dues with MTA fees. Is this really accurate change?

2.2.3 All travel [and](#), lodging, ~~and food~~ expenses associated with participating in

the MTA process.

2.2.4 Contribution to AKELF.

2.2.5 Contribution to the Chapter Housing Fund.

~~2.2.6 SWP Life Membership Fee.~~

EN 4/15/19: Since the chapter takes care of travel arrangements and hotel reservations, it's more efficient to have those fees collected by the chapter rather than paid individually by candidates. Collecting those at time of all other fees mitigates against potential issues when time comes for travel to cluster intake.

3.3 After initiation into the Fraternity, new members shall, at a minimum, join and actively participate ~~on the following Chapter committees~~ two Chapter committees as designated by the Polemarch.

~~a. Community Service~~

~~b. Scholarship~~

~~c. Fundraising~~

EN 4/16/19: QUESTION: Could this be edited to express the expectation that the new initiates serve on a committee. They can pick the committee. I don't see the benefit of the Polemarch assigning them to committees. This should be a conversation during the post-MTA training.

ARTICLE IX - FISCAL YEAR

This Chapter's fiscal year shall conform to that the Grand Chapter. This is typically October 1st through September 30th.

ARTICLE X - DUES

Section I. General

1.1 Each member shall pay Fraternity, Provincial and Chapter dues on an annual basis (for annual dues paying members. Life Members of the Fraternity are not required to pay annual Fraternity dues. Life Members of the Province are not required to pay annual Province dues) ~~or the Province are not required to pay dues~~.

1.2 Each member is responsible for paying Fraternity dues directly to the Fraternity.

1.2.1 Members will remit Fraternity dues via mail or on-line payment.

1.3 Members will pay Provincial and Chapter dues directly to the Chapter by mail, online payment, or during official chapter meetings or gathering where a Chapter officer is present to receive the payment.

1.4 If full payment of fraternal year Province and Chapter dues are not remitted, then Province dues shall take first priority of dues paid for the fraternal year.

~~The first forty (\$40) dollars of all monies paid to the Chapter will be applied towards Provincial dues.~~

EN 4/15/19: The revision reflects the chapter's practice of allocating any partially paid dues to full Province dues obligations first. There isn't a need to include the amount of Province dues since it may change over time.

~~1.4.5~~ The amount of Chapter dues shall be determined by the Board of Directors prior to the beginning of each Fraternal Year.

~~Members may pay Provincial and Chapter dues from September to December of the fraternal year.~~

~~1.5—Members may pay the total amount of Provincial and Chapter dues in four (4) equal installments between the months of September and December of the fraternal year.~~

~~Brothers are required to complete payment of Chapter dues no later than the December chapter meeting.~~

EN 4/15/19: In light of the other proposals, to simplify dues provisions, sections 1.6, 1.7, and would also need to be deleted.

~~Brothers failing to complete the payment of Chapter dues by the December meeting will be placed in an inactive status and will have until the February chapter meeting to complete payment of their dues.~~

Section 2. Structure

- 2.1 Full time students shall be assessed 50% of the year's annual local dues.
- 2.2 Members finishing school during the year prior to a new budget may receive the same consideration for a period of one year as in Section 2.1 of this Article.
- 2.3 Members meeting the above qualifications should submit a letter of consideration to the Chapter's Board of Directors prior to the October meeting.
- 2.4 Senior Kappas, age 60 or greater, shall be assessed a discounted amount for Chapter dues.

ARTICLE XI -- ~~INACTIVE~~ACTIVE (FINANCIAL) STATUS

Section 1.

- 1.1 Only members who are active (financial) for the current fraternal year shall be

eligible to vote on matters pertaining to the Chapter during the current fraternal year.

~~Any member who fails to pay the minimum ten dollars (\$10) towards his Chapter dues no later than the October meeting will be considered delinquent and ineligible to vote during Chapter meetings.~~

1.6 Only members who are active (financial) by the February chapter meeting shall be eligible to participate in votes on matters pertaining to the Chapter for the remainder of the fraternal year and permitted to participate in the election of Chapter officers. Brothers failing to complete payment of their dues by the February chapter meeting will forfeit all monies paid to the Chapter and will remain in an inactive status for the remainder of the fraternal year.~~Any member who has not paid his dues in full by the February chapter meeting will be put on the delinquent list.~~

EN 4/16/19: To align with recommendations that brothers be active to be nominated this requirement will ensure that any brother wishing to seek chapter office has one last opportunity to become financial as the nominations committee begins to conduct its work.

- 1.2 The Keeper of Records will ~~provide the Board of Directors with the names of delinquent members.~~maintain a list of active members that shall be available to any active (financial) member, upon request.
- 1.3 ~~To be removed from the delinquent list a member must pay the accrued amount (\$10.00 per month) and continue until all dues are paid in full. After the February meeting, all dues must be paid in full.~~
- 1.4 ~~Any member who has not paid his dues for a period of one (1) year will be placed on the permanent inactive list.~~

EN 4/16/19: In an effort to refocus on active status instead of inactive status, the above sections are recommended for deletion or revision. It's more difficult to maintain a delinquency list since overall chapter memberships is variable.

~~Section 2. Members desiring reinstatement to the active roll of the Chapter must pay a reinstatement fee of \$10.00 per year for a maximum of \$30.00 in addition to Fraternity, Provincial and Chapter dues.~~

EN 4/16/19: This provision has rarely been applied and is inconsistent with efforts to reclaim a brother. It is recommended for removal from the chapter.

~~Section 3. Grand Chapter and Provincial dues will take first priority of dues collected.~~

EN 4/16/19: This is a redundant provisions and is recommended for deletion. It is addressed in proposed Article IX, 1.4 as it relates to Province dues; we don't collect Grand Chapter dues.

ARTICLE XII - PROCEDURES

Section 1. All Chapter meetings and meetings of the Board of Directors will be held pursuant to Robert's Rules of Order, unless there is a conflict with the Constitution. In which case, the Constitution will take precedence.

ARTICLE XIII - TRANSFER OF MEMBERSHIP

Section 1. Any member desiring to transfer a membership to the Chapter from an undergraduate status or graduate chapter of the Fraternity must:

- 1.1 Present proof that he is financially active with the Fraternity. If the brother is not financially active with the Fraternity, he must first satisfy this requirement before being eligible to join the Chapter.
- 1.2 Must pay the Chapter dues as prescribed in Article X, Section 1.3.

Section 2. The Chapter does not honor Life Memberships from other chapters.

Section 3. Members who transfer from another chapter will have their Chapter dues prorated based on the number of months remaining in the Fraternal year.

Section 4. Any disputes concerning the financial obligation of a member desiring to transfer into the Chapter will be resolved by a committee consisting of the following: Polemarch, Keeper of Records, and Keeper of the Exchequer. The decision of the committee shall be final and binding.

ARTICLE XIV - PROGRAMS AND PLANS

Section 1.

- 1.1 It shall be the responsibility of the Polemarch to outline his programs and plans for the Chapter at the Retreat, to identify the committees and to appoint Chairmen to carry out these programs and plans.
- 1.2 Committees shall be appointed in June and shall meet and submit a written report and budget at the Chapter retreat.
- 1.3 The Chapter Retreat shall be held annually between the conclusion of the June Chapter meeting and the start of the Fraternal year.

Section 2. Committees do not have the authority to commit the Chapter to any obligation, financial or otherwise, unless approved by a majority of financial members present at a regularly scheduled meeting.

ARTICLE XV - QUORUM

Section 1. For a Chapter meeting, a quorum shall consist of ten (10) or more financial

members.

Section 2. For a meeting of the Board of Directors, a quorum shall consist of five (5) or more members of the Board.

ARTICLE XVI - REGULARLY SCHEDULED MEETINGS

Section 1. Regular meeting dates shall be the first Saturday of each month starting at 6:30 p.m. or as designated in the May meeting. Meetings shall not be held during the month of August unless called by the Polemarch.

Section 2. The Polemarch may change this meeting date if in his judgment the first Saturday of a particular month is not suitable.

Section 3. The Polemarch may call a special meeting when he deems it is necessary, provided the members of the Chapter are notified, in writing, no later than five (5) days prior to the date of the meeting.

Section 4. The Keeper of Records shall notify each member in writing as to dates and times of all said meetings.

Section 5. The Keeper of Records shall notify all financial members of any cancellation or rescheduling at least three hours before the scheduled chapter meeting.

~~ARTICLE XVII - BLACK AND WHITE BALL~~

~~Section 1. The Chapter shall give a Black and White Ball annually, provided a majority of the active members present at the September meeting of the fraternal year in which the ball will occur affirm the motion.~~

~~Section 2. It shall be the responsibility of the Keeper of Records to obtain the votes of those members who are not present at the September. Letter or proxy may accomplish this. Notice concerning Letter or Proxy will be mailed at least 14 days prior to vote.~~

ARTICLE XVIII - ACCOUNTING AND DISBURSEMENT

Section 1. Procedures for the disbursement and accounting of funds are as follows:

- 1.1 The Polemarch and/or the Keeper of Records and/or the Keeper of the Exchequer must sign all vouchers/warrants.
- 1.2 Keeper of Records must record in the minutes all financial transactions.
- 1.3 Members will be made aware and have the right to approve said expenditures.
- 1.4 The Keeper of Records, who shall acknowledge receipt thereof, receives all revenues. The revenues will then be turned over to the Keeper of the Exchequer, who shall acknowledge receipt and account therefore, by a monthly report to the

Chapter.

- 1.5 The Chapter will verify all financial assets through the use of bank statements, deposit books, or an equivalent legal instrument.
- 1.6 The Polemarch and the Keeper of Records must sign all Checks. An Audit Committee shall be appointed by the June meeting to include The Polemarch, The Keeper of Records, The Keeper of the Exchequer, and three financial members to review all financial transactions of the Chapter.

ARTICLE XIX - FINANCIAL ALLOWANCE TO DELEGATES

The delegate(s) to the Provincial Council and Grand Chapter meetings shall receive an equal portion of the budgeted amount to defray cost of transportation, lodging and registration fees as approved by the Budget Committee.

ARTICLE XX - CONTRIBUTIONS, ADS, & ORGANIZATIONAL MEMBERSHIP

Contributions, advertisements, or organizational membership may be taken in the Chapter's name on a majority vote of the financial members present.

ARTICLES XXI - CONDOLENCES

Section 1. General

- 1.1 Brothers who are confined, due to illness, or hospitalized for a period less than three days ~~or more~~ will be sent a card in the name of the Chapter.
- 1.2 Brothers who are confined for a period in excess of three days will be presented with a condolence gift not to exceed fifty dollars (\$50) in cost.

Section 2. Death in the immediate family.

- 2.1 Any financial Brother having death in his immediate family shall be honored condolences, with a family spray.
- 2.2 Immediate family is designated as mother, father, sister or brother, wife or children.
- 2.3 If a memorial is requested, a maximum of twenty-five dollars will be sent to the source requested by the brother's family.

Section 3. The Death of a Brother.

- 1.1 Any Brother who dies shall be honored with a memorial service to be held the evening preceding the funeral, if the family gives its consent.
- 1.2 The deceased Brother shall be furthered memorialized by a floral. If the family desires a memorial other than flowers, the gift shall not exceed fifty dollars (\$50).

ARTICLE XXII – AMENDMENT OF BY-LAWS

The Chapter by-laws will be amended in accordance with the following procedures:

1.1 Proposed amendments will be submitted in writing to the Keeper of Records who will mail a copy to each active member. At the next Chapter meeting, the ~~proposal~~ proposed amendments will be read and discussed.

EN 4/16/19: QUESTION: Does 1.1 limit amendments to the proposed amendments and the offering of other amendments?

~~1.1.2~~ At the second consecutive Chapter meeting the proposed amendments will be read and then voted upon. No discussion will be permitted.

~~1.2.3 If the amendment passes~~ Proposed amendments that receive the affirmative votes of the members present and voting shall be published and incorporated into the bylaws by; the Keeper of Records, ~~with the Parliamentarian will cause to be published an incorporated into the by-laws.~~

EN 4/16/19: Clarifying revision that codifies current practice regarding the adoption of bylaws changes.

CERTIFICATION

The undersigned do hereby certify that the aforementioned constitute the Austin Alumni Chapter of Kappa Alpha Psi by-laws as approved by the Chapter as of June 2018.

[COPY]