

**KAPPA ALPHA PSI FRATERNITY, INC.
SOUTHWESTERN PROVINCE**

**Bylaws
Confidential**

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**Southwestern Province
Kappa Alpha Psi Fraternity
BYLAWS**

Article I. Nomenclature

- Section 1 This organization shall be the Southwestern Province of Kappa Alpha Psi Fraternity, Inc. [hereinafter also referred to as the Province] and its jurisdiction shall be prescribed by the Constitution & Statutes of Kappa Alpha Psi Fraternity, Inc.
- Section 2 The headquarters for this Province shall be the same as the Province Polemarch's home or business.
- Section 3 *In Good Standing*, as that term is used herein, shall mean meeting all of the terms and requirements for active participation and the unconditional exercise of all rights and privileges which are conferred by chartering or initiation.

Article II. Objectives and Principles

- Section 1 The objectives of this Province shall be the objectives of the Grand Chapter of Kappa Alpha Psi Fraternity, to wit:
- 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; and
 - E. To inspire service in the public interest.
- Section 2 The principles of fraternization, education, and recognition shall be employed by the Province. In achieving these ends, the Province shall:
- A. Provide administrative coordination of the aims and efforts of the chapters of the Province;
 - B. Collaborate with other Provinces in promoting the objectives of the Grand Chapter of Kappa Alpha Psi Fraternity, Inc.; and
 - C. Encourage active participation by all members of Kappa Alpha Psi Fraternity, Inc.

Article III. Chapter and Individual Representation

- Section 1 Each Undergraduate Chapter and Alumni Chapter in good standing with the Province and Grand Chapter of Kappa Alpha Psi shall be entitled to representation by three (3) votes at any Province Council Meeting. Chapters shall assign voting delegates in one of the following representations: (1) one delegate who shall carry all votes of the chapter; (2) two delegates; each of whom shall represent one and one-half votes respectively for the chapter; or (3) three delegates, each of whom

shall carry one vote respectively for the chapter. Chapters may elect no more than three alternate delegates to carry votes as prescribed by the chapter's original allocation. Alternate delegates shall not be assigned votes until the respective Chapter Polemarch and Chapter Keeper of Records provide written request for approval to the Province Polemarch or his designee.

Section 2 Each Undergraduate Chapter or Alumni Chapter as described in Article III, Section 1 shall have the right of representation by proxy; provided that no member shall vote the proxy of more than one Undergraduate Chapter or Alumni Chapter. Designation of proxy votes shall be in writing, and shall be received by the Province Keeper of Records at least ten (10) days prior to the regular meeting of the Province Council. Failure to comply with the above stated requirements shall void the proxy vote designation. No proxy vote designation will be accepted on-site unless approved by the Province Polemarch or his designee.

Section 3 Each Undergraduate Chapter and Alumni Chapter within the Southwestern Province shall be required to pay the Province registration fee for at least one delegate at each Province Council Meeting. Payment of said fee shall be received at least ten (10) days prior to the announced date of the Province Council Meeting. Each delegate or non-delegate in attendance at the Province Council Meeting shall be required to pay the Province registration fee. The amount of the fee will be determined by the Province Board of Directors and announced at each preceding Province Council Meeting.

Article IV. Meetings

Section 1 The regular meeting of the Southwestern Province Council shall be held each year at the time and place designated by the Province Planning Committee or the Province Polemarch of the Southwestern Province.

Section 2 A quorum for the Province Council shall be one-third (1/3) of the chapters present and in good standing.

Section 3 The program and agenda of the Southwestern Province Council shall be issued to each chapter at or before the First Business Session of the Southwestern Province Council. Distribution may be electronic.

Section 4 The minutes of the preceding Southwestern Province Council shall be issued to each chapter no later than the First Business Session of the subsequent Southwestern Province Meeting. Distribution may be electronic.

Article V. Organization and Government

Section 1 The Board of Directors of the Southwestern Province [hereinafter also referred to as the Board] shall have the power to supervise and act upon all Fraternity matters arising between consecutive Province Councils. Its authority shall be prescribed

through the Province Bylaws and in accordance with the Constitutions and Statutes of Kappa Alpha Psi Fraternity, Inc.

- Section 2 The Board shall be comprised of no more than fifteen (15) members. The Board of the Southwestern Province shall comprise the (1) Province Polemarch, who shall be appointed by the Grand Polemarch of Kappa Alpha Psi Fraternity, Inc., and serve as chairman; (2) Senior Province Vice Polemarch, who shall be the first vice chairman; (3) Junior Province Vice Polemarch, who shall be the second vice chairman; (4) Keeper of Records; (5) Keeper of Exchequer; (6) four members from alumni chapters elected to represent one of the following states: Texas and New Mexico; Louisiana; Arkansas; or Mississippi (Texas and New Mexico shall be represented by the same member); and (7) four members from undergraduate chapters elected to represent one of the following states: Texas and New Mexico ; Louisiana; Arkansas; or Mississippi. Texas and New Mexico shall be represented by the same member as it relates to alumni and undergraduate representation. Strategus and Lieutenant Strategus shall be elected but shall have no vote on the matters before the Board.
- Section 3 Each member of the Board shall be elected and inducted into office during the Province Council according to Article VI. Term of office for each elected position shall be for a period of one (1) year and until their successors are elected and qualified, except as provided in Section 5 of this Article. The office of Province Keeper of Records and Province Keeper of Exchequer may be combined as determined by the Board.
- Section 4 The elected office of Junior Vice Province Polemarch, Strategus, Lieutenant Strategus, and four (4) members of the Province Board of Directors shall be filled by members of undergraduate chapters. Nothing in this section shall be interpreted to imply that members of undergraduate chapters may not hold other offices within the Province.
- Section 5 Alumni members elected to represent Texas and New Mexico or Louisiana shall serve a two year term until their successors are qualified and elected. The election of alumni board members for the representation of Texas and New Mexico or Louisiana shall be in the even numbered years. Alumni members elected to represent Arkansas or Mississippi shall serve a two-year term until their successors are qualified and elected. The election of alumni board members for the representation of Arkansas or Mississippi shall be in the odd numbered years.
- Section 6 Election to a Province Office shall be by majority affirmative ballot of the authorized delegates present and voting.
- Section 7 The Board of Directors shall hold at least one meeting between Province Councils. Special Meetings may be called when deemed necessary by the Province Polemarch or three-fourth (3/4) vote of the Board.
- Section 8 A quorum for the Province Board of Directors meeting shall be eight (8) members.

Section 9 The minutes of a meeting of the Board of Directors shall be issued to each chapter of the province not later than thirty (30) days after the date of the meeting. When the Board of Directors Meeting is held within thirty days of the Province Council Meeting, the minutes of that meeting shall be presented to the Province Council no later than the First Business Session of the Council.

Section 10 The Province Polemarch shall select any member to fill any vacancies on the Board. The selection must be ratified by a simple majority vote of the Board of Directors. The member selected for such vacancy shall serve until his successor is qualified and elected at the next regular Province Council.

Article VI. Election Procedure

Section 1 Election to Province Office shall be by majority affirmative ballot of the delegates present and voting. The Province Polemarch shall appoint an elections committee and name the chair of the committee before the Second Business Session of a Province Council. The committee shall certify the ballots cast at a Province Council.

Section 2 Except for the position of Province Polemarch, election of officers shall be held during each Province Council with vote by secret ballot utilizing methods determined by the Elections Committee.

Section 3 Officers elected shall be installed as outlined by the Constitution and Statutes of Kappa Alpha Psi Fraternity.

Section 4 Each Past Grand Polemarch, Laurel Wreath Laureate, Elder Watson Diggs Awardee, Past Province Polemarch of the Southwestern Province, and Guy Levis Grant Awardee in good standing with the Grand Chapter and Province of Kappa Alpha Psi shall be entitled to representation by one (1) vote at any Province Council Meeting. Votes prescribed in this section are provided by right because of a past position. Nothing in this section shall grant authority to an aforementioned to grant the vote by proxy.

Article VII. Duties of Officers

Section 1 The Province Polemarch shall be the Chairman of the Board of Directors and Chief Administrative Officer of the Province. He shall preside at all meetings of the Council and Board of Directors. He shall have authority to call all regular and special sessions of the Board of Directors. He shall appoint such standing committees and special committees, or commissions as are necessary, unless and as otherwise provided by the bylaws or Constitution and Statutes of the Fraternity. He shall sign all necessary documents, executed on behalf of the Province and all warrants for the payment of monies appropriated by the Board of Directors in accordance with

the bylaws of the Province. He shall have the power to interpret and enforce the Constitution and Statutes of the Fraternity and bylaws of the Province. He shall have the power to appoint a Parliamentarian for all Province Councils, subject to the approval of the Board of Directors. He shall have the authority to call special meetings of any Undergraduate Chapter, Alumni Chapter, or Alumni Association on any matter which he may deem proper. The Province Polemarch may for reasons of inefficiency, non-cooperativeness, or dereliction of duty, remove any Province Officer from office and appoint his successor until the next Province Council subject to the approval of the Board of Directors. The Province Polemarch may authorize travel expenses and per diem for the Board, General Counsel, and other members when incurred in the service of the Province Council. Approval for travel must be granted prior to departure in order to receive reimbursement.

The Province Polemarch may appoint a Chief of Staff/Executive Operating Assistant and other members as deemed necessary to effectuate the duties of the Province Polemarch. The members assigned shall receive direction from the Province Polemarch and shall have the authority as designated by the Province Polemarch. Nothing in the section shall be construed to supersede the constitutional authority of a duly elected member of the Board of Directors.

The Province Polemarch shall perform all other duties as designated in Article XIX of the Constitution and Statutes of Kappa Alpha Psi Fraternity, Inc.

- Section 2 The Senior Province Vice Polemarch shall preside at meetings of the Council and Board of Directors in the absence of the Polemarch, and perform other duties as assigned to him by the Province Polemarch.
- Section 3 The Junior Province Vice Polemarch shall preside at meetings in the absence of the Polemarch and the Senior Province Vice Polemarch, and perform other duties as assigned to him by the Province Polemarch.
- Section 4 The Keeper of Records shall keep a record of the minutes of the Council and Board of Directors meeting and shall serve as custodian of all archives, records and properties of the Province. The Keeper of Records recommend the appointment of an Assistant Keeper of Records to the Province Polemarch. The Assistant Keeper of Records shall be an undergraduate.
- Section 6 The Keeper of Exchequer shall keep all financial records of the Province, etc. and shall be bonded for all properties, real and personal by a licensed surety company in the sum of at least \$50,000, the expense of which shall be paid by the Southwestern Province.
- Section 7 The Strategus shall maintain order and decorum during the Province Council and see that only duly qualified members of the Fraternity shall enter the meeting place.
- Section 8 The Lieutenant Strategus shall assist the Strategus in the performance of that officer's duties and act for the Strategus in the event of that officer's absence.

Section 9 The Province Polemarch shall appoint, with the approval of the Board of Directors, a qualified member of the Fraternity to serve as General Counsel. Under the direction of the Province Polemarch and the Board of Directors, the General Counsel shall advise the Province Board and Council, its officers and official bodies on all legal matters of concern to them and shall represent the Province in all situations requiring professional legal services as deemed by the Board of Directors.

Article VIII. Standing Committees

Section 1 There shall be thirty-six (36) Standing Committees for the Province. Chairmen and members of these committees shall be appointed by the Province Polemarch, except the Nominating Chairman, and will serve for one (1) year. Members may serve for as many one-year appointments as deemed necessary by the Province Polemarch.

Section 2 The Standing Committees, and their respective responsibilities, are as follows:

- A. Achievement Committee - the committee shall encourage and recognize chapter and individual achievement in the Province, with special emphasis on petitioning for province and national awards;
- B. Advisors Committee – the committee shall promote, plan, and supervise all related activities within the Province in accordance with the National Chapter Advisor’s Training Committee guidelines and objectives;
- C. Chapter Reactivation and Expansion Committee – the committee shall maintain records of deactivated chapters, provide recommendations to the Province Polemarch for the reactivation of chapters, and explore opportunities for chapter expansion;
- D. Constitution and Statutes Committee – the committee shall review suggested changes to the Constitution and Statutes and report those changes to the Province for review;
- E. C. Rodger Wilson Leadership Conference Planning Committee – the committee shall oversee all aspects of conference planning and operation, while implementing conference goals and objectives;
- F. GLAD / KARE Committee – the committee shall coordinate programs throughout the Province designed to educate participants on debt avoidance and financial planning;
- G. Guide Right Committee – the committee shall promote, plan, and supervise all related activities within the Province in accordance with the National Guide Right Program’s guidelines and objectives;
- H. Election Committee – the committee shall coordinate and oversee the election process for the positions identified in Article V;
- I. History Committee – the committee shall collect and compile historic and biographical materials and information for the use of the Province and shall direct its publication in the manner prescribed by Province policies governing such actions;

- J. Healthy Kappas / Healthy Communities Committee – the committee shall coordinate an event at each Province Council and C. Rodger Wilson Leadership Conference that promotes health awareness for members and the community;
- K. K100 Committee – the committee shall promote, plan, and supervise all related activities within the Province in accordance with the National K100 Committee's guidelines and objectives;
- L. Kappa Foundation Committee – the committee shall promote, plan, and supervise all related activities within the Province in accordance with the Kappa Foundation's guidelines and objectives;
- M. Kappa Kamp Committee – the committee shall promote the summer camp as a national Guide Right initiative, assist the Grand Chapter in the planning and programming of the event, and provide periodic updates as requested by the Province Polemarch or Province Board of Directors;
- N. MTA Committee – the committee shall coordinate all phases of and properly conduct the membership intake and initiation ceremony;
- O. Music Committee – the committee shall coordinate the performance of traditional and ritualist music as deemed appropriate by the Province Planning Committee and the C. Rodger Wilson Leadership Committee and shall provide educational opportunities for members to learn and perform traditional and ritualistic music of the fraternity;
- P. National Pan-Hellenic Council Committee – the committee shall coordinate efforts with the other members of the National Pan-Hellenic Council that governs similar geographic location as the Province;
- Q. Nominating Committee - the committee shall coordinate and oversee the nomination process for the positions identified in Article V;
- R. Political and Social Action Committee – the committee shall coordinate legislative and advocacy efforts for the Province;
- S. Province Planning Committee – the committee shall oversee all aspects of conference planning and operation, while implementing conference goals and objectives;
- T. Reclamation Committee – the committee shall promote, plan, and supervise all related activities within the Province in accordance with the National Reclamation Committee's guidelines and objectives;
- U. Registration Committee – the committee shall oversee the registration of members for the Province Council and C. Rodger Wilson Leadership Conference;
- V. Resolution Committee – the committee shall suggest resolutions to be passed and design and implement a process to create a resolution;
- W. Senior Kappas Committee – the committee shall promote, plan, and supervise all related activities within the Province in accordance with the National Senior Kappas Committee's guidelines and objectives;
- X. Silhouette Committee – the committee shall coordinate with the silhouette's regional president or board of directors to ensure the implementation the organization's objectives;
- Y. St. Jude / Sunday of Hope Committee – the committee shall promote, plan, and supervise all related activities within the Province in accordance with the National Sunday of Hope Committee's guidelines and objectives;

- Z. Southwestern Province Informer Publication Committee – the committee shall publish at least one edition of the Southwestern Informer (the Province newsletter) between each Province Council or at such other times as may be determined by the Province Board of Directors;
 - AA. Southwestern Province Legal Committee – the committee shall be comprised of attorneys that reside in the Province who defend and provide suggestions on legal matters before the Province;
 - BB. Southwestern Province Life Membership Committee – the committee shall promote, disseminate, and update the province membership on information concerning the Southwestern Province Life Membership program;
 - CC. Vendors Committee – the committee shall develop policies that regulate the merchandise distribution process at a Province event; and
 - DD. Website Committee – the committee shall be responsible for the design and timely maintenance of Southwestern Province internet site information.
- Section 3 The Province Polemarch may create ad hoc committees as deemed necessary to address various issues of concern to the membership.

Article IX. Provincial Report

- Section 1 The principal report to the Province Council shall be entitled the "State of the Province," and shall be presented in three (3) parts successively by members of the Southwestern Province Board of Directors.

Article X. Revenue

- Section 1 The fiscal year of the Southwestern Province shall be consistent with the Grand Chapter fiscal year.
- Section 2 A source of revenue of the Southwestern Province shall be dues from each Undergraduate and Alumni Chapter in the Province. All other sources of revenue must be approved by the Board of Directors and the Province Council.
- Section 3 Annual Province assessments for each undergraduate Chapter shall be determined by the Province Board of Directors at a regular meeting of the Province Board of Directors.
- Section 4 Dues shall become due on the first day of October. Chapters not paid by the chapter certification deadline date will be declared delinquent and not in good standing. Those Chapters declared delinquent and not in good standing will be assessed a fine to be determined by the Province Board of Directors at a regular meeting of the Province Board of Directors.
- Section 5 Chapters declared not in good standing may not do business with the Province or Grand Chapter.

Section 6 Province Council Meeting registration fees shall be determined by the Province Board of Directors at each preceding Province Council Meeting. A late fee for onsite registration will also be determined by the Board of Directors, the amount of the late fee shall not exceed fifty percent (50%) of the original registration fee.

Article XI. Travel

Section 1 Members of the Province shall be in Travel Status when duly authorized by the Province Polemarch or the Board of Directors to engage in Provincial business away from local bases of operation.

Section 2 Travel shall be confined to members of the Board of Directors, individuals traveling at the direction of the Provincial Polemarch and members of committees appointed to deliberate on business of the Province.

Section 3 Persons in Travel Status shall only be reimbursed to the extent of whatever is most economical or otherwise advantageous to the Fraternity, consistent with allowable time, the availability of travel accommodations, accessibility of business site, and the nature and urgency of the business to be performed. The Province Council shall determine the allowable payment for the use of a private automobile. While in travel status, a person shall be reimbursed for overnight sleeping accommodations at the rate of a single room, not to exceed \$125 and allowed a sum not to exceed \$35 for meals per day, while engaged in the actual transaction of Fraternity business.

Section 4 Any amount in excess of what is stated in Section 3 must be approved by the Province Polemarch.

Article XII. Province Accounting and Disbursement

Section 1 Disbursements - a voucher will come from the Keeper of Records indicating the authority for issuance to the Province Polemarch for his approval by a signature. The approved voucher is presented to the Keeper of Exchequer who will issue a draft for payment of the voucher.

Section 2 Receipts - all revenue will be received by the Keeper of Records who acknowledges receipt thereof, the Keeper of Records shall turn over all revenues to the Keeper of Exchequer, who will report such receipts to the Province Council.

Section 3 All monies, property and other tangible assets shall be proved by bank statements, deposit books, warranty deed or other sufficient legal instruments which shall be negotiable.

Article XIII. Amendments

- Section 1 The bylaws of the Southwestern Province shall remain unaltered and unamended except by a two-thirds majority affirmative vote at the next regular business meeting of the Council.
- Section 2 Proposed amendments to these bylaws shall be submitted in writing to the Board of Directors for study and recommendations provided that the amendments and action of the Board of Directors shall be submitted for voting at the next regular scheduled meeting of the Council.
- Section 3 Any amendment to these bylaws satisfied by the membership shall be in full force and effect on and after the date of passage unless otherwise specified.
- Section 4 Any bylaws presently adopted or amendment subsequently approved which is now or in the future found in conflict with the constitution, ritual, statutes, or other regulations imposed by the Grand Chapter shall immediately and automatically be rendered null and void.