

**ALPHA CHI RHO – PHI KAPPA
GRADUATE CHAPTER BY-LAWS**



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OVERVIEW

The Graduate Chapter exists to promote and further the welfare and interests of the members of the Graduate Chapter and Resident Chapter of the University of Illinois, foster relationships among Graduate Brothers and between Graduate and Undergraduate Brothers, and exemplify the Landmarks of the Fraternity of Alpha Chi Rho.

ARTICLE I – NAME AND AFFILIATION

SECTION 1. NAME. The name of this Graduate Chapter shall be the Phi Kappa Graduate Chapter of the Fraternity of Alpha Chi Rho as authorized by the Ritual and Constitution of the Fraternity of the Chapters Institution on the seventh of August, of the year two-thousand and twenty-one.

Additionally referred to as Phi Kappa Graduate Chapter, AXP Graduate Chapter, and Graduate Chapter.

SECTION 2. AFFILIATION and SURVIVABILITY. The Graduate Chapter is affiliated with the Fraternity of Alpha Chi Rho's Phi Kappa Resident Chapter at the University of Illinois at Urbana Champaign. In the event the Resident Chapter no longer maintains its active status per the terms and conditions set forth in the National By-Laws, the Graduate Chapter shall continue to survive.

ARTICLE II – RITUAL AND LANDMARKS

SECTION 1. RITUAL. The Ritual of the Fraternity of Alpha Chi Rho is the supreme rule of the Fraternity and is esoteric in nature.

SECTION 2. LANDMARKS. The Landmarks of the Fraternity are statements of principle that the Fraternity and this Chapter will promote in all their undertakings. The Landmarks are four in number and read:

1. Membership from among those who are prepared to realize in word and deed the Brotherhood of all men.
2. The insistence on a high and clean moral standard.
3. The paramount duty of Brotherly love among members.
4. Judgment not by externals, but by intrinsic worth; no one is denied membership in Alpha Chi Rho because of race, creed, nationality, or sexual orientation.

ARTICLE III – PURPOSE AND COMITY

SECTION 1. PURPOSE. The Phi Kappa Graduate Chapter of the Fraternity of Alpha Chi Rho, is an organization dedicated to the Ritual, Landmarks, Constitution, and Codes of the Fraternity of Alpha Chi Rho. The primary purposes of the Graduate Chapter are:

1. To provide the Resident Chapter and its members with academic, scholastic and professional support, and to help promote the continuing and strong existence of the Resident Chapter.
2. To provide the members of the Graduate Chapter with opportunities for social, service, professional development, and leadership development activities.
3. To facilitate regular effective communications to the Graduate Brothers.

SECTION 2. COMITY. These By-Laws are subject to the provisions set forth in the National Constitution and National By-Laws and the provisions therein are incorporated by reference into these By-Laws. In the event there are gaps in these Graduate Chapter By-Laws, the National By-Laws shall be consulted for guidance to provide any required gap-filling language. In the event that no such gap-filling language can be found, the Graduate Chapter Board shall seek counsel from the National Secretary of the Fraternity.

ARTICLE IV – MEMBERSHIP

SECTION 1. MEMBERSHIP. The membership of the Graduate Chapter shall be in accordance with the provisions of Article II Section 5 of the National Constitution. Membership is limited to members of the Phi Kappa Resident Chapter who are no longer matriculated at the University of Illinois at Urbana Champaign and are in good standing with the Resident Chapter.

SECTION 2. To be considered a member in good standing of the Graduate Chapter, the following requirements must be met:

1. All monies owed to the Resident Chapter and Graduate Chapter must be paid.
2. Payment of National Graduate and Graduate Chapter dues is expected for all members to fulfill their duties under the Ritual. It is required that all Officers and Board Members of the Graduate Chapter pay the National Graduate and Graduate Chapter dues.

ARTICLE V – BOARD MEMBERS

SECTION 1. POSITIONS. The Board Members of the Phi Kappa Graduate Chapter shall be as follows: President, Vice President, Treasurer, Secretary, Mentoring Director, Communications Director, and Events Director. The President, Vice President, Treasurer, and Secretary shall be the officers of the Graduate Chapter Board. The Resident Chapter President will be an ex-officio member and an ex-officio officer of the board; the Resident Chapter President will be a non-voting member of the board.

1. President
2. Vice President
3. Treasurer
4. Secretary
5. Mentoring Director
6. Communications Director
7. Events Director
8. Resident Chapter President

SECTION 2. DUTIES. The Duties of the Graduate Chapter Board Members shall be as normally assigned, and as listed here.

1. President
 - a. Shall serve as Chief Executive Officer of the Graduate Chapter and shall have all the rights, privileges, duties and responsibilities thereof.
 - b. Shall chair all meetings of the Graduate Chapter Board or appoint a delegate to do so when he is unable to attend.
 - c. Shall have the power to appoint Board Members or Officers if there is a vacancy between election cycles; assumes the duties and responsibilities of any elected or appointed officer that is unable or unwilling to perform his duties.
 - d. Shall serve as a liaison to the National Fraternity and coordinate with the National Council to ensure the Graduate Chapter's efforts are aligned with the mission and direction of the Fraternity.
 - e. Shall serve as a liaison to the Alpha Chi Rho Educational Foundation.
 - f. Shall attend the National Convention of the Fraternity as a Graduate Delegate with at least one other member in good standing.
 - g. Shall retain the power to resolve all evenly split voting decisions.

2. Vice President
 - a. Shall serve as President if the President is absent and shall retain the office if the duly elected President is unable or unwilling to perform his duties.
 - b. Shall serve as a liaison to the Office of Fraternity and Sorority Affairs, and to the Interfraternity Council.
 - c. Shall serve as a liaison to any other UIUC fraternity and sorority coalitions.
 - d. Shall have the power to appoint Committee Chairmen as defined in ARTICLE VII - COMMITTEES.
 - e. Shall assume the duties and responsibilities of any Committee Chairman that is unable or unwilling to perform his duties, until he appoints a provisional Committee Chairman.

3. Treasurer
 - a. Shall keep an accurate and up-to-date account of the Graduate Chapter's financial records.
 - b. Shall report quarterly to the members of the Graduate Chapter Board, and the National Office of the Fraternity, as to the financial state of the Graduate Chapter.
 - c. Shall propose an annual budget for the Graduate Chapter prior to the Annual Meeting as defined in ARTICLE VIII - FINANCES.
 - d. Shall review fundraising needs quarterly, and plan and lead the execution of the fundraising plan.

4. Secretary
 - a. Shall keep minutes of all Regular Meetings.
 - b. Shall keep membership records current.
 - c. Shall keep an accurate and up-to-date history of the Graduate Chapter.
 - d. Shall serve as a liaison to the Phi Kappa Building Association.

5. Mentoring Director
 - a. Shall serve as a liaison to the Resident Chapter.
 - b. Shall promote the academic advancement of the Undergraduate Brothers and inform them of scholarships made available by the Fraternity.
 - c. Shall make a reasonable effort to attend Resident Chapter meetings at the behest of the Resident Chapter or Graduate Chapter President.
 - d. Shall plan an annual Leadership Training Workshop for the Resident Chapter in conjunction with the University, the National Fraternity, and/or the Graduate Chapter Board.
 - e. Shall plan an orientation seminar for graduating seniors, prior to graduation, to promote involvement in the Graduate Chapter.
 - f. Shall develop, implement, and lead the Undergraduate Brother mentoring program.

6. Communications Director
 - a. Shall maintain the website and social media accounts.
 - b. Shall produce and distribute a newsletter at least four (4) times per year.
 - c. Shall send articles and press releases to appropriate publications (i.e., The Garnet & White).
 - d. Shall serve as the Member-At-Large of the Graduate Chapter and ensure the voice of the Graduate Brothers is represented during Regular Meetings.

7. Events Director
 - a. Shall organize, plan and implement annual and special activities for the Graduate Brothers.
 - b. Shall facilitate appropriate Graduate Brother participation in campus, all-Greek, or Resident Chapter philanthropy events.

- c. Shall maintain records of community service hours performed by Graduate Brothers during sanctioned philanthropy events.
- 8. Resident Chapter President
 - a. Shall liaise between the Graduate Chapter board and the Resident Chapter, and provide appropriate updates on the Resident Chapter's operations.

SECTION 3. ELECTIONS. All Board Members of the Graduate Chapter shall serve three-year terms, with elections being held at the Annual Meeting. Nominations will be accepted, in writing, to the Secretary after January 1 of the year of the elections. Nominations will also be accepted from the floor. All candidates must meet the requirements of Good Standing before being elected.

SECTION 4. TERM LIMITS. There shall be no term limits for any board member of the Graduate Chapter.

SECTION 5. ELECTION CYCLES. At successive Annual Meetings, elections of Graduate Chapter Board Members shall repeat on a three-year cycle: two positions, two positions, three positions.

SECTION 6. REMOVAL OF GRADUATE CHAPTER BOARD MEMBERS. During New Business at any Regular Meeting, a Board Member may request a vote of removal of any one Board Member. Removal of a Board Member will require at least 75% of the available voting Board Members.

SECTION 7. DETERMINATION OF OFFICERS & BOARD MEMBERS. Upon completion of the election at the Annual Meeting, the Graduate Chapter Board will determine, by majority vote of the Graduate Chapter Board Members, the positions held by each Board Member.

ARTICLE VI – MEETINGS

SECTION 1. MEETINGS. The Graduate Chapter Board shall meet no less than quarterly. Meetings of the Graduate Chapter Board can be held in person, virtually, or a hybrid of the two.

SECTION 2. ANNUAL MEETINGS. The Annual Meeting of the Graduate Chapter shall be held during the third quarter Regular Meeting of the Graduate Chapter Board. It shall be an open meeting, and all Graduate Brothers and Undergraduate Brothers in good standing shall be invited. Open discussion on any relevant topics shall be entertained.

SECTION 2. QUORUM. For the Graduate Chapter Board, a quorum shall be considered to be present when no less than four (4) of the seven (7) members are present. For committees, a quorum shall be considered to be present when no less than the majority of the members of the committee are present.

SECTION 3. MEETING NOTICES. Notices of the Annual Meeting for the Graduate Chapter shall be mailed or e-mailed, by the Secretary, to each member of the Graduate Chapter, at least thirty days prior to the scheduled meeting, addressed to each member's last known address as it appears in the Secretary's records. The Secretary shall notify the Graduate Chapter Board members at least one week in advance for all other Regular Meetings of the Graduate Chapter Board. Regular Meetings are defined as any meeting intended to have a quorum and/or cover documented business of the Graduate Chapter.

SECTION 4. ORDER OF MEETINGS. The order of business at Regular Meetings and Annual Meetings of the Graduate Chapter Board shall be as follows.

1. Roll call and the reading and approval of minutes

2. Reports of officers and board members
3. Reports of committees
4. Unfinished business
5. New business

ARTICLE VII – COMMITTEES

SECTION 1. COMMITTEES. Committees shall support the Fraternity's ritual and landmarks, and the purpose of the Graduate Chapter. The continued existence of committees will be reviewed at least annually.

Initiation of Committees:

1. Any Graduate Chapter Board member may propose committees during new business.
2. The Graduate Chapter Board shall discuss all proposals.
3. The Graduate Chapter Board member under whose purview the committee will act shall declare his intent to initiate a committee at the conclusion of the discussion.

SECTION 2. APPOINTMENT, COMPOSITION, AND DUTIES. The Vice President shall appoint all Committee Chairmen as directed by the Graduate Chapter Board upon the initiation of a committee. Committee Chairmen should be appointed by the next Regular Meeting following the initiation of the committee. The chairman of each committee shall report on activities of the committee on at least a quarterly basis to the Vice President.

SECTION 3. REPLACEMENT OF COMMITTEE CHAIRMEN. If the Committee Chairman is unable or unwilling to perform his duties, he may be replaced by a provisional Chairman at the discretion of the Vice President. Provisional Committee Chairmen will be affirmed or replaced by a majority vote of the Graduate Chapter Board during New Business of the next Regular Meeting.

ARTICLE VIII – FINANCES

SECTION 1. FISCAL YEAR. The Graduate Chapter's fiscal year shall coincide with the fiscal year of the Phi Kappa Building Association.

SECTION 2. BUDGET. The budget of the Graduate Chapter shall be submitted and reviewed at the Regular Meeting prior to the Annual Meeting, for approval by the Graduate Chapter Board at the Annual Meeting.

SECTION 3. DUES. Graduate Dues shall be set by the Graduate Chapter Board as part of the budget, or at other times. Graduate Dues shall be due on January 1. They shall be considered late 60 days following the due date.

ARTICLE IX – AMENDMENTS AND RULES

SECTION 1. AMENDMENTS. These By-Laws may be amended, repealed or revised at the Annual Meeting. Amendments may be proposed by any member in good standing either in writing to the Secretary, prior to the meeting at which it is proposed, or from the floor at a Regular Meeting. Action on amendments proposed from the floor will be delayed until the next meeting.

SECTION 2. SUPPLEMENTAL RULES. The Graduate Chapter Board shall have the authority to make rules regarding the Graduate Chapter activities, finances, or other subjects or concerns of the Graduate Chapter, not inconsistent with the By-Laws.

SECTION 3. PARLIAMENTARY LAW. Except as noted otherwise in these By-Laws, the parliamentary authority of the Graduate Chapter shall be the latest revision of Robert's Rules of Order.

ARTICLE X – MISCELLANEOUS

SECTION 1. RECORD RETENTION. All Records not in present usage shall be kept in a secure and accessible place by the Secretary or his duly appointed representative; the Secretary shall be responsible for said items.

SECTION 2. AWARDS. Awards shall be given as deemed appropriate by the Graduate Chapter, and shall be chosen in accordance with the guidelines set out specifically for each award.

SECTION 3. DISTRIBUTION. A copy of these By-Laws shall be distributed to all Graduate Brothers and to all newly graduating seniors as part of their orientation. These By-Laws shall be reviewed and revised if necessary, every four years to reflect the changing needs and goals of the Graduate Chapter.

SECTION 4. PROXY VOTING. Proxy votes will not be allowed for Graduate Chapter voting.

SECTION 5. VOICING OF COMPLAINTS - REGARDING DECISIONS MADE BY THE GRADUATE CHAPTER BOARD - BY GRADUATE CHAPTER MEMBERS. Any complaint that is presented to the Secretary with at least 10 Graduate Brother's signatures will be brought up for discussion during New Business by the Secretary at the next Regular Meeting.