

THE GOLD BOOK



REVISED BY THE
57TH SUPREME CHAPTER

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EXOTERIC CONTENT ONLY

SUBORDINATE RITUALS
CONSTITUTION
SUPREME LAWS

THE GOLD BOOK



This publication was updated at the completion of the 57th Supreme Chapter, which was held in Tampa, Florida from July 29-31, 2022.

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THE SUBORDINATE RITUALS
OF PI KAPPA PHI FRATERNITY

OATH OF OFFICE FOR THE INSTALLATION OF OFFICERS

After the minutes recording the results of the election held during the previous meeting have been read to the chapter, the officers-elect shall be sworn in by the retiring Archon, or any past Archon of the Chapter, giving them the following oath:

Past Archon “I, , in accepting the office / to which I have been elected / in this Chapter of Pi Kappa Phi, / solemnly pledge myself / to discharge to the best of my ability / all the duties of this office / and at all times , / both by example and precept, / to uphold the dignity and honor of the Fraternity, / to be governed by its Constitution and Supreme Laws, / and faithfully to work for its betterment, / so help me God.”

STAGING INSTRUCTIONS FOR THE PRE-INITIATION CEREMONY

Following as soon as possible after acceptance of bids by the new associate members, they shall attend this presentation before the chapter, on a specified date and time.

A special meeting of the chapter shall be called by the Archon for the same date and time. The meeting should not be held in the Chapter Room, but in another room which may be secured against access by non-members while the ceremony is in progress. The chapter members should be dressed in coat and tie. Associate members already affiliated may attend if the chapter approves. The room should have a table in it with a white cloth, and two decorative candlesticks with lit candles shall flank the Archon's place. If not previously presented, associate member pins may be placed on the table to be given out at the end of the ceremony. The occasion should be planned to be dignified and impressive.

The Vice Archon shall take charge of the associate members in another room. There they shall have added their contact information to Chapter Gateway and paid their fees prior to any commencement of the ceremony. The chapter members shall be assembled with the Archon seated at the central table.

When all is ready, the Vice Archon shall knock three times. The Archon will tell them to "Enter."

The Archon should then read or recite the dialogue on the next page. (Memorization of the ceremony is desirable).

PRE-INITIATION CEREMONY

It is my duty and privilege to pledge you as prospective neophytes about to enter into the privileges and secrecies of Pi Kappa Phi.

In consideration of the trust we have shown in you, my friends, and that you may fully appreciate the obligation you have assumed to Pi Kappa Phi, I will ask you to repeat after me now the words of the Pledge you have already signed:

“I, (calling your name), / believing in the principles and ideals / of the Pi Kappa Phi Fraternity / hereby voluntarily pledge myself thereto, / and in so doing, / agree to obey and uphold the laws and customs of the Fraternity / as they now exist / or may hereafter be enacted; / provided they do not conflict with my obligations / to my family, / my country, / or my religion. / I believe in God, / the highest ideals of Christian manhood, / and the principles of good citizenship. / I am a bona fide student of (call the name of institution). / I am not a member of any general college fraternity, / and I hereby pledge myself not to join any other. / This is not to be construed to mean / membership in an honor, / recognition, / service, / professional, / or similar society. / I pledge that I will commit myself / to the personal, / physical, / and academic growth and development / of the brothers of Pi Kappa Phi / as I do for myself; / and I understand that the brothers / will be committed to my growth and development.”

The associate member pin of our beloved Fraternity is the white diamond with the scroll of gold across the field. Gold and white are the colors of our national organization, to which your loyalty will henceforth be given. These colors were chosen by our Founders as emblematic of purity, truth and justice.

In recognition of your pledge to Pi Kappa Phi, it gives me pleasure to present you with this pin (or these colors), which you will wear among us as evidence of your sincerity as an associate member and probationer.

My friends, our Fraternity, we believe, is a band of tried and true followers of the theories and principles of the early Grecian schools. Were it not that we are in search of higher education, we should not be here. We realize that none of us is destined to rise to those lofty intellectual heights which were scaled by Aristotle, but during the course of your progress in this institution of learning we hope that you will follow such lines that, with Aristotle, you may espy, see, behold, remark, and observe.

Finally, in the words of the Apostle Paul to the Romans, let us “[b]e kindly affectioned, one to another, with brotherly love; in honor preferring one another.”

CEREMONY FOR GRADUATING BROTHERS

To be presented by the Archon at the conclusion of the final meeting of the academic year. The Chapter Advisor and invited alumni shall be present if at all possible. This ceremony may be presented in private or public.

Brothers in Pi Kappa Phi, you are about to leave us now, to go forth from the chapter which you have helped to build and mold.

You will be physically separated from us, your brothers, whom you have so generously helped through these past years with your words of wisdom and encouragement, with your untiring efforts and splendid achievements, and especially through the affection which you have shown for us your younger brothers.

But though we will be separated by barriers of time and space, we know that the brotherly ties and bonds of affection one for another in our beloved Pi Kappa Phi will never really allow us to be separated.

For, as truth can never be tarnished, our love for the high ideals and guiding principles of Pi Kappa Phi can never die, but will burn more brightly, and warmly, because of what your encouragement and comradeship has meant to us.

And though friendship may have once seemed only a word, it has now come to mean a way of life, rich and full of meaning because of the warmth of clasped hands which has signaled our brotherly love for one another.

You will be going out into the world to test the knowledge you have gained during your college years. You are going to make a living, and even more important, a life, and a name for yourself.

You are about to step across a new threshold as you pass from these portals of your Pi Kappa Phi home which has been your haven through your college days. May each day be filled with warm and cherished memories of these days we have spent together, so that you will never forget this home which will always be yours.

Though you will no longer be termed undergraduates, may you still regard yourselves as active Pi Kapps, because you will permit your actions to continue to keep alive fond memories and serve our beloved Fraternity wherever you go or whatever you do.

Remember the bell, our brothers, for as it has rung to bring us together, henceforth when it rings let it bring you physically and spiritually together with your brethren. For as the Star and Lamp have shown forth the purposes and ideals of this Fraternity from its beginning, let the sound of the bell move across your life, and from this threshold, remind you of our steady friendship and love, one for the other. We wish you God's speed and a joyous journey through life, filled with all happiness and success.

At this time, alumni charms may be given to graduating brothers. All members then file by and give seniors the Fraternity Handshake, provided the ceremony is held in private. Light refreshments may be served afterwards.

THE PRECEPTS OF BROTHERHOOD PUBLIC RITUAL

The following ceremony was prepared on June 29, 1991 by James Griffin, Zeta Psi (IUPUI) #004, and Daniel Sandlin, Zeta Psi (IUPUI) #026.

Revised and edited by the Ritual and Insignia Committee of the 44th Supreme Chapter in Atlanta, the ceremony was approved for public use and sanctioned by the 44th Supreme Chapter.

PURPOSE

The purpose of the Precepts of Brotherhood is to instill in each Brother the ideals upon which Pi Kappa Phi Fraternity is based. These ideals are to promote loyalty among members, financial responsibility, scholarship, and personal faith in God. This ceremony is also to remind us of the essence that the seven founders of our fraternity felt more than eighty years ago as Nu Phis.

SETUP

This ceremony is to be presented at appropriate times throughout the year and after formal initiation. It may be presented by any active members, but should be by a Brother who has a pleasing and mature voice and good style of delivery. It is often effective to have individual brothers present each precept of brotherhood. *Note: The Chaplain makes the final determination as to who presents this ritual.* This is a public ceremony which may be performed at various fraternity events.

The room in which the ceremony is to be given should be one where the light level and be controlled. The altar for the ceremony is to be covered with a white cloth and have the following items placed upon it: a Red Rose, a Member Badge, the Bell, Fraternity Flag, Coat of Arms, Bible, Chapter Charter (or other appropriate document), and seven candles and holders.

The Chaplain should arrange these items accordingly, taking into account the placement of the audience and the room in which the ceremony is to be performed. The altar candles should be lit shortly before the ceremony is to begin. *(The candles should circle the altar.)*

PRESENTATION

The Presenter(s) stands behind the altar between Candles 1 and 7.

Presenter: I stand with you at this altar of Pi Kappa Phi. Before you and about you are the symbols of our Fraternity: the Bell, the Coat of Arms, the Charter, the Flag, the Bible, the Member Badge and the Red Rose. Around the altar are placed seven candles which are symbolic of the teachings of Pi Kappa Phi which are embodied in the Student

Creed. These candles stand also to remind us of the seven original brothers of our Fraternity, who lead us in the journey.

Presenter moves to Candle 1 facing initiates/audience.

Presenter: This candle represents loyalty — loyalty which transcends time and which can never be defiled so long as one remains true in word and deed. My Brothers, remember always to be ever loyal to Pi Kappa Phi and to one another.

Presenter moves to Candle 2.

Presenter: Financial responsibility is one of great importance both in the Chapter and in life. This candle symbolizes the responsibility of all of us to pay our debts. Remember always to uphold your portion of the financial matters of the Chapter.

Presenter moves to Candle 3.

Presenter: This candle is symbolic of the most important duty of a brother of Pi Kappa Phi — scholarship. Only by attaining the highest measure of scholarship can we truly bring credit to our Fraternity. Strive to excel in your academics as you will be prepared for the challenges of lifelong learning.

Presenter moves to Candle 4.

Presenter: This candle represents the moral conduct of a Brother and the responsibility to uphold the reputation of the chapter and each other. Keep guard over your actions as they reflect not only upon you, but also upon the Brothers of Pi Kappa Phi.

Presenter moves to Candle 5.

Presenter: This candle is emblematic of tradition. Tradition has enriched our lives while we have enriched our minds. We should endeavor to keep alive the great traditions of our college and Chapter so that others may benefit from our experience.

Presenter moves to Candle 6.

Presenter: This candle stands for citizenship. All of us are called to be responsible citizens and we must prepare ourselves well for service to the community that our chapter, college, and country demand of us. We must always be mindful of service to those who have special needs.

Presenter moves to Candle 7.

Presenter: The last candle represents our belief in God. For it is He to whom we owe our allegiance and praise. We are called upon daily to honor Him so that we may live in peace and harmony in our land.

Presenter moves from Candle 7 to Candle 1, extinguishes each and timing this action to finish at the end of the second following paragraph.

Presenter: Yet our world is in turmoil, when fear and aggression rule the land. The precepts of the Bell, the Charter, the Coat of Arms, the Bible, the Badge, the Flag, and the Rose are in danger of fading into the pit of despair and uncertainty. When these seven precepts are not the most important aspects of one's life, then justice, truth and brotherhood are not considered to be virtuous qualities.

Brothers, if we do not stand firm in defending the teachings we learned long ago; if we do not strive to perpetuate them daily; then possibly these flames will grow dim until they no longer put forth the light of Brotherhood; thus, our world will be plunged into darkness. . .

Presenter at this point should have extinguished all candles. The room should be in total darkness. He moves towards Candle 4 and lights it as he proceeds through the last paragraph.

Presenter: Yet, each of you, as a Brother of Pi Kappa Phi, carries with you the flame of eternal brotherhood; a light to illuminate the darkness of despair and uncertainty which stand ready to entangle us. Your duty as a Brother is to keep this light alive within your hear and carry it forward, kindling the flame of fraternal Brotherhood within the souls of others.

**THE CONSTITUTION & SUPREME LAWS
OF PI KAPPA PHI FRATERNITY**

PREFACE

This edition of the Constitution and Supreme Laws of Pi Kappa Phi Fraternity embodies the changes authorized by the 57th Supreme Chapter Meeting, held in Tampa, FL, July 29-31, 2022.



Benjamin B. Bush
National Chancellor

July 31, 2022

PREAMBLE

For the promulgation of the noble purposes of brotherhood which caused the Pi Kappa Phi Fraternity to be founded, and to give to those who follow us the same privilege that we have enjoyed, we do hereby adopt this Constitution.

ARTICLE I – NAME AND OBJECTS

Section 1. The name of this Fraternity is and shall be The Pi Kappa Phi Fraternity.

Section 2. This Fraternity is and shall be a secret fraternal organization, whose purpose and aim shall be to promote fellowship and mutual trust among its members, to uphold the traditions and ideals of the colleges where its chapters are located, to encourage excellence in scholarship, and to inculcate in its members the highest ideals of Christian manhood and good citizenship.

ARTICLE II - MEMBERSHIP

Section 1. “This Fraternity shall be composed of male persons of good moral character who are believers in God, the highest ideals of Christian manhood, and the principles of good citizenship; who shall be regularly initiated according to the Laws of the Fraternity; and who, at the time of such initiation, shall be regularly enrolled students at an accredited educational institution or other persons who meet the requirements set forth in the Laws of the Fraternity, provided that any such initiate may not be a member of any other general college fraternity. All other memberships in honor, recognition, service, professional or similar societies are permitted.”

ARTICLE III – THE SUPREME CHAPTER

Section 1. The supreme power of this Fraternity is and shall be vested in a Supreme Chapter subject only to the constitution, laws, and fundamental principles of the Fraternity.

Section 2. The Supreme Chapter shall consist of national officers and supreme representatives of the subordinate chapters, together with such other members as may be provided by the laws of the Fraternity.

Section 3. The Supreme Chapter shall meet biennially. Final selection of a site will be made by the National Council, giving due regard to invitations extended and considering the best interests of the Fraternity.

ARTICLE IV – THE NATIONAL COUNCIL

Section 1. The Supreme Chapter shall elect a National President, National Vice President, National Treasurer, National Secretary, National Historian, National Chaplain, and National Chancellor, who shall hold office for a term of two years or until their successors are elected. The elected National Vice President is automatically the President-Elect of the Fraternity. No brother may serve as National President for more than one term. A brother may hold any other office on the National Council for no more than two consecutive terms in that office. These restrictions shall not apply to the office of National Chancellor and National Chaplain.

Section 2. A majority of the members of the National Council shall constitute a quorum for the transaction of business unless otherwise required by the laws of the Fraternity. In the event of a tie vote on any matter before the National Council, the National President shall be entitled to an additional vote.

Section 3. The National Council shall interpret and enforce the laws of the Fraternity, promote its general welfare and be the supreme governing body of the Fraternity between Supreme Chapter meetings.

Section 4. There shall be an appointed student representative who will serve as a liaison to the National Council. This member will be selected by the National Council from the Council of Archons. This member shall serve a one-year term.

Section 5. There shall be a national Council of Archons, consisting of twelve (12) members, each of whom shall be an undergraduate member of the fraternity and shall be a current or past chapter Archon.

- a.** Members of the Council of Archons shall be appointed by the National Council based upon nomination by a Regional Governor, Chapter Advisor, or National Headquarters staff member.
- b.** Members of the Council of Archon shall be appointed by the National Council based on the following criteria, and in the order listed:
 - i. Individual merit;
 - ii. Ability and commitment to serve as a member of the Council of Archons; and
 - iii. The goal of ensuring that the members of the Council of Archons equitably represent all sizes, ages, and geographic locations of the Fraternity's student chapters.
- c.** Member of the Council of Archons shall serve a one (1) year term.
- d.** In addition to such other purposes and functions as the National Council may determine or assign, the Council of Archons shall:
 - i. Serve as an advisory board to the National Council and the National Headquarters, providing the greater Fraternity with regular input, advice, and student perspective on fraternity-related issues;
 - ii. Propose legislation and/or administrative measures to the National Council and/or National Headquarters staff; and
 - iii. Act as a liaison between the National Council, the National Headquarters, and the student chapters.

ARTICLE V – SUBORDINATE CHAPTERS

Section 1. The chapters under subordinate authority but not control of the Fraternity shall be student chapters and alumni chapters. For just cause the National Council shall have authority to suspend or revoke the charter of any subordinate chapter.

Section 2. Student chapters shall be established only at colleges and universities of high standards and well-established reputations which have no laws prohibiting secret fraternities.

Section 3. A petition for a charter for the establishment of a student chapter, having been signed by not less than ten students of such an institution, shall be granted upon the unanimous vote of approval of the National Council.

Section 4. The National Council by unanimous vote may absorb another national fraternity of three or more chapters upon such conditions as it may prescribe and may grant charters to the chapters of the said fraternity, notwithstanding any other provisions of this Constitution.

Section 5. Charters may be granted by the National Council for alumni chapters upon the petition of no less than ten alumni members of the Fraternity in good standing desiring to establish a chapter.

ARTICLE VI – INSIGNIA

Section 1. The badge of the Fraternity shall be a diamond-shaped shield of black enamel, super-imposed across the short diagonal a ribbon scroll of gold displaying the Greek capital letters ΠΚΦ in black, in the field above the scroll a gold five-pointed star, and in the field below a Grecian lamp in gold.

Section 2. The badge shall not be worn except by the members of the Fraternity, their mothers, wives, daughters, sisters, or fiancées. It shall be used as a badge only and worn as such in a vertical position over the heart.

Section 3. The Great Seal of the Fraternity shall be the shield of arms encircled by seven palmettes within a circular band on which shall be the legend “Pi Kappa Phi Fraternity-1904,” the date closed between two rosettes.

Section 4. The Fraternity shall bear for arms:

Shield: Azure, a chevron or, between in chief three mullets of the like and in base two swords of the second crossed in saltier.

Crest: On a wreath of the colors (or and azure) a Grecian lamp flamed or, surmounting a closed book fesswise azure banded and edged of the first.¹

Section 5. The associate member pin shall be in the shape of a white diamond, with a gold scroll across the shorter diagonal, and designed to be worn in the coat lapel.

¹ (Article VII, Section 4) The meaning of the heraldic terms is as follows: The shield (escutcheon) is always the primary heraldic device, Azure (blue) is the background color of the shield. Or (gold) is the color of the Chevron (the gold band forming an angle near the center of the shield). The three Mulletts refer to the five-pointed gold stars on the field above the Chevron. Saltierwise, applied to the swords below the Chevron, describes them as crossed in the manner of a saltier (St. Andrew’s Cross). In heraldic descriptions, a repetition of terms is not permissible. “The second” refers to the second of the colors previously mentioned. In this case Or (gold), and applies to all emblems or devices between it and the proceeding color mentioned. Similarly “of the like,” by its position, also refers to the latter of the two colors earlier stated (Or).

The Crest is composed of the figures above the Shield; it consists of the ancient Greek Lamp, symbolically represented in gold, resting upon a closed book, which in turn rests on a wreath of gold and blue, three turns or twists of each alternating in the order named. “Fesswise” defines the position of the Book, describing it as lying horizontally with respect to the Shield. It has a blue cover, and the head and spine visible. The spine and leaves are gold edged. All figures face the dexter side (the shield bearer’s right, the spectator’s left), unless otherwise specified.

Beneath the Shield is a ribbon or scroll bearing the Fraternity motto. This latter is not further described in the blazon given. Originally, the motto of the Fraternity was written in Latin, NIL SEPARABIT, which translated, “Nothing shall separate us.” In translating to Greek, the same thought was given a stronger significance and reads, literally, “Nothing shall ever tear us asunder.” It is pronounced: oo-den’de-a-spa-sa ha-mas.

Section 6. The colors of the Fraternity shall be gold and white. Royal blue shall be used as an auxiliary color where required.

Section 7. The flower of the Fraternity shall be the red rose.

Section 8. The flag of the Fraternity shall consist of three equal vertical stripes. The outer two shall be royal blue and the center one white. In the upper hoist corner shall be a golden star and in the diagonally opposite corner a gold Grecian lamp. The white stripe shall bear vertically in royal blue letters ΠΚΦ, the proportions of the flag shall be fly, 30 parts; hoist, 20 parts; stripes, 10 parts.

Section 9. The banner of the Fraternity shall consist of a blue field bearing in the center the Fraternity seal in gold outline. The proportions shall be 30 parts to 20 parts, and the diameter of the seal 10 parts.

Section 10. A bell inscribed with the Greek letters Pi Kappa Phi shall be a public symbol of Pi Kappa Phi Fraternity.

Section 11. The Star Shield shall be a five pointed gold star with a white outline superimposed upon a pentagon (of blue), which carries as a base two swords crossed in a saltier.

ARTICLE VII – AMENDMENTS

Section 1. This Constitution may be amended or repealed by a three-fourths vote of the Supreme Chapter. Unless a proposed amendment was included in the call for the Supreme Chapter meeting, any amendment must also be ratified by two-thirds of the student chapters. The Executive Director shall mail notice of amendment(s) to each student chapter within forty-five (45) days after the Supreme Chapter ends. Any student chapter that does not respond within forty-five (45) days shall be deemed to have acted in favor of ratification.

Section 2. The National Council may also at any time submit by mail an amendment or repealer in writing to all the subordinate chapters and the submission shall be deemed adopted when the same is concurred in by three-fourths of said chapters. The Council may prescribe the method for taking such vote.

Section 3. The ritual of initiation, and this section, may be amended or repealed by an 85% vote of the Supreme Chapter. Any amendment must also be ratified by 90% of the student chapters. The Executive Director shall mail notice of any amendment(s) to the student chapters within forty-five (45) days after Supreme Chapter ends. Any student chapter which does not respond within forty-five (45) days shall be deemed to have acted in favor of ratification.

Section 4. The subordinate rituals of the Fraternity may be amended by a two-thirds vote of the Supreme Chapter.

FOREWORD

These laws have been enacted by the Supreme Chapter and supplement the provisions of the Constitution of Pi Kappa Phi.

LAW I – MEMBERSHIP

Section 1. Membership in the Fraternity shall be for life unless terminated by expulsion or authorized resignation. A member may receive authorization to resign from the Fraternity by submitting a letter of resignation to the National Council that is duly signed and approved by such member. The National Council must approve such letter by unanimous vote for a member to be released from membership. Each member is obligated to obey the Constitution and Supreme Laws, as it now exists or hereafter may be amended.

Section 2. The four classifications of membership in this Fraternity are associate members, student members, members-at-large, and alumni.

- a.** Associate members are persons who have accepted an invitation or bid to associate membership but have not yet been initiated.
- b.** Student members are persons pursuing a course of study at an institution where a student chapter is located and who are duly initiated.
 - i.** Temporarily inactive members are persons who would otherwise be classified as a student member but have become temporarily inactive for one of the following reasons:
 1. Study abroad, internship, or co-operative education away from the city where the institution is located;
 2. Missionary work required by his educational institution;
 3. Financial hardship, provided the number of members of any chapter who become temporarily inactive due to financial hardship during any term does not exceed 10% of the chapter membership;
 4. Withdrawal from the institution where his student chapter is located that is not considered permanent; or
 5. Other extenuating circumstances as determined by the student chapter.

The Chapter Secretary shall notify by regularly prescribed report to the Executive Director those members for whom the chapter has approved temporary inactive status. The Chapter Secretary shall specify how each member qualifies for temporary inactive status and certify that the member is not paying the chapter any type of dues

or fees for the period of inactive status or participating in the operations or activities of the student chapter.

Members requesting temporary inactive status must be approved by the student chapter.

Student chapters shall have discretion about whether to implement a temporary inactive status and are responsible for establishing procedures to enact such a status for their chapter.

Temporary inactive status may only be granted for one term at a time and shall automatically terminate at the end of such period. The Executive Director shall have the authority to revoke a member's temporary inactive status upon the receipt of information showing that the conditions under which the temporary inactive status did not exist or that the member is not complying with the terms of the temporary inactive status.

- c. Members-at-large are students at an institution where no student chapter is located, and who are duly initiated. They shall be elected to membership by the unanimous vote of the National Council. They shall be recorded and classified as members-at-large until such time as a chapter is chartered at their respective institutions. After such a chartering, the members-at-large who attend or did attend the respective institutions shall be reassigned to the new chapter.
- d. Alumni members shall include former student members, who have completed or permanently discontinued their undergraduate course of study at the institution where their initiating student chapter is located. However, if a student transfers to another institution where a student chapter is located and becomes affiliated with such chapter, then the member shall not be reclassified as an alumnus member until completion or permanent discontinuation of his course of study at that institution. Alumni members shall also include alumni members of a chapter of another fraternity who have been elected to membership in the course of a merger, and who have satisfied other requirements as may be prescribed in these Supreme Laws. Alumni members shall also include such other persons who have been elected to membership in accordance with student chapter procedures, and who have satisfied other requirements as may be prescribed in these Supreme Laws. Alumni members shall also include former student members who have been designated as such by the National Council.

Section 3. The Fraternity shall not discriminate against male persons on the basis of race, color, ethnicity, religion, national origin, veteran status, age, sexual orientation, gender expression, or ability.

Section 4. An invitation or bid to associate membership shall be extended only by a vote of the members of a student chapter in accordance with the Bylaws of such chapter. No person may become or continue as an associate member who is a member of any other general college fraternity. All other memberships in honor, recognition, service, professional or similar societies are permitted.

Section 5. The student chapters shall aggressively recruit any legacy that has been brought to the attention of the chapter for membership into the Fraternity. A legacy is any male direct descendant, brother, adoptee, legal ward or charge, of a member.

- a. The Archon shall familiarize himself and the chapter with the Fraternity's policies and incentives for legacies. The Executive Director shall be responsible for the development of an ongoing education program at Pi Kapp Colleges and other similar conferences.
- b. The Archon is responsible for implementing an appropriate level of aggressive recruitment for each individual legacy.
- c. The decision of whether to extend a bid or invitation to associate membership shall rest in the chapter's mature judgment. Chapters may make special provisions in their bylaws to expedite the extension of a bid. All other provisions of the Supreme Laws applying to associate member candidate qualifications shall apply to legacies.
- d. If the chapter has declined to extend an invitation to associate membership to a legacy, the Archon must inform the brother related to the legacy. Such notification shall be after consultation with the Chapter Advisor or the National Headquarters immediately, but no later than one week, that the legacy was duly considered but not accepted for membership. Notification shall be in person or by telephone and then followed by a letter prepared in triplicate, with one copy sent to the National Headquarters and one copy retained by the chapter.
- e. The Executive Director will develop an incentive program to reward chapters that have successfully recruited legacies.
- f. If any brother recommends an individual for membership and requests that such individual is to be treated as a legacy, or makes it apparent that he desires him to be treated as a legacy, the individuals shall be treated as such.

Section 6. No invitation or bid to associate membership may be extended to students pursuing less than a full-time course of study, without the approval of the Executive Director.

Section 7. An invitation or bid to associate membership may only be extended to students meeting one of the following criteria:

- a. A cumulative high school GPA for first semester freshman year students at or above a 2.7 on a 4.0 scale or an equivalent grade point index;
- b. A cumulative college GPA at or above the all-men's average on campus; or
- c. A cumulative college GPA at or above a 2.7 on a 4.0 scale or an equivalent grade point index.

Should a potential new member not meet any of the previous requirements, the chapter may petition the Executive Director or his designee, providing a written justification, on behalf of the potential new member, for his invitation to associate membership.

A chapter's associate member education program, defined as pre-initiation to final exam, shall not exceed 12 weeks.

Section 8. An invitation to associate membership once extended may be recalled by a two-thirds affirmative vote of those members present and voting.

Section 9. Each student member shall maintain a term or cumulative grade point average that complies with one of the following criteria:

- a. A GPA at or above the all-men's average on campus; or
- b. A GPA at or above a 2.7 on a 4.0 scale or an equivalent grade point index.

Students not in compliance with the Fraternity's minimum academic standard will be referred to the chapter Standards Board in order to ensure future compliance.

Section 10. A student member who transfers to another institution where a student chapter is located, shall be received as a student member of such chapter, provided such member obtains from his previous chapter a certificate of good standing.

Section 11. The National Council shall be vested with the power to approve the initiation of individuals who were or are students at a specific institution whereat a dormant chapter of the Fraternity is located. However, such persons may be initiated only if the chapter's dormant status is not attributable directly or indirectly to such individuals. Initiation may be conducted by any student chapter or by qualified individuals, as commissioned by the National Council. The initiates shall be treated and classified as alumni or student initiates, in the usual manner, shall pay the respective fees, and shall be registered chronologically in the membership record of the dormant chapter.

Section 12. The National Council shall be vested with the power to commission the initiation of members of an associate chapter prior to the actual chartering of a new chapter at an institution not then having a chartered chapter. Such initiated members shall be members-at-large until later assigned a chapter designation.

Section 13. The National Council shall be vested with the power to commission the initiation of members of a local organization which has been granted a charter as a subordinate chapter. Such members, if duly elected to membership in this Fraternity, must present themselves for initiation either at the installation of the chapter or within one year from the date thereof, unless special dispensation is given by the National Council. They may be initiated by another chapter at the request of their own chapter should necessity arise. The National Council shall also have the power, under regulations and upon conditions prescribed by them, to admit as alumni members by ritual of initiation alumni members of such local organizations in good standing, who have paid the prescribed financial obligations.

Section 14. An associate member who has been approved by his chapter for membership may be admitted to membership in the Pi Kappa Phi Fraternity posthumously notwithstanding any other provision of law.

LAW II – SUPREME CHAPTER

Section 1. The Supreme Chapter shall consist of National Officers, Regional Governors, initiated Chapter Advisors, delegates of student and alumni chapters and associations, past National Officers, past Regional Governors, all past Archons of subordinate chapters, chairmen of Standing Committees or their duly appointed representatives, and alumni members, all of whom shall be duly registered.

Section 2. The call for a Supreme Chapter meeting shall be issued by the National President to all chapters in time to permit their consideration of all matters contained in the call for at least thirty (30) days during the academic year. Members-at-large, individual alumni members and student chapters registered for Supreme Chapter, at least thirty (30) days in advance of the start of a Supreme Chapter shall be issued copies of the proposed legislation for that Supreme Chapter.

Section 3. Each chapter shall elect a delegate and alternate delegates within fifteen (15) days after receiving the call, and a certificate of election signed by the Archon or President of such chapters shall be mailed immediately to the National Headquarters.

Section 4. The delegate of a student chapter present, not currently indebted to the National Fraternity (excluding secured indebtedness), shall have one vote for each member on the roll of his chapter who is in good standing. The delegate of an alumni chapter present shall have ten votes for the chapter he represents. All alumni members, members-at-large, the National Officers, Regional Governors, Chapter Advisors, past National Officers, past Regional Governors, past District Counselors, past Archons of subordinate chapters, former initiated Staff members of Pi Kappa Phi, and members of the Nu Phi Society present at the Supreme Chapter shall be entitled to one vote for each position held. Members elected to the Pi Kappa Phi Hall of Fame and members awarded “The Mr. Pi Kappa Phi Award” shall be entitled to ten additional votes. All members of the Pi Alpha Society shall be entitled to one additional vote.

Section 5. The National President shall appoint a National Warden and shall have the power to appoint the following committees with their respective chairmen to serve during the Supreme Chapter: Credentials, Steering, Legislative Review, Nominating, Growth, Finance, Ritual & Insignia, Legislative, Future Policy, Alumni Engagement, Student Experience, Chapter Quality & Resources, New Member Education, Scholarship, and such other committees as he deems necessary.

- a. The Credentials Committee shall consist of the National Secretary and any other alumni appointed to assist with challenging each registered member.
- b. The Steering Committee shall consist of the National President, and as necessary the National Chancellor and any other members appointed at the discretion of the National President.
- c. The Legislative Review Committee shall consist of the National Chancellor and shall be charged with ensuring proposed legislation does not conflict with existing provisions of the Constitution or Supreme Laws.

- d. The Nominating Committee shall consist of those members appointed pursuant to Law V and shall report to the Supreme Chapter the nominations for the election of National Officers in accordance with the Special Rules of Order.
- e. Committee assignments for undergraduate chapters shall comply as practically as possible with the preferences of each chapter and be made in an equally distributive manner, said assignments to be published at least thirty (30) days prior to the first day of Supreme Chapter.
- f. In deference to historic tradition, the delegate of Alpha Chapter shall have a permanent seat on the Ritual & Insignia Committee.
- g. Committee assignments for alumni shall be made in the following manner:
 - i. Alumni shall be given the opportunity to designate their preferred committee assignment prior to registration, if pre-registered, and during registration, if not pre-registered. Preferred assignment is made in order of registration.
 - ii. Committee assignments of alumni shall be made with every attempt to conform to each alumni preference provided that such assignments:
 - 1. Are made in an equally-distributive manner among and between all standing and special committees; and
 - 2. Are made such that, with the exceptions of the Credentials Committee, Steering Committee, Legislative Review Committee, Nominating Committee, and Alumni Engagement Committee, the alumni membership of no committee shall exceed 20% of its total membership.
- h. All such appointments shall be made and published at least thirty (30) days in advance of the start of a Supreme Chapter.

Section 6. A majority of the delegates shall constitute a quorum for organizational purposes. The Executive Director shall furnish to the Committee on Credentials the list of delegates and the number of votes to which each delegate is entitled. Upon the approval of the report of the Committee on Credentials, a quorum shall consist of a majority of the votes as determined by the permanent roll.

Section 7. The immediate Past National President shall serve as Chairman of the Nominating Committee. Nominations for the election of National Officers shall be made to the Supreme Chapter by the Nominating Committee. Nominations may also be made from the floor. The National Officers shall be elected by vote taken prior to the last session of the Supreme Chapter meeting and shall be installed during the final meeting. Voting shall continue until a nominee receives a majority vote.

Section 8. The rules in *Robert's Rules of Order* shall govern the procedures of the Supreme Chapter meeting in all cases not inconsistent with any special rules of order adopted by the Supreme Chapter, or by the National Council in times of emergency.

Section 9. A journal of the proceedings of the Supreme Chapter shall be published and one copy shall be filed in the National Headquarters. All enactments of the Supreme Chapter shall become effective upon adoption, unless otherwise provided.

Section 10. The Supreme Chapter shall devote a minimum of five (5) minutes of its business time to a tribute to the Founders of the Fraternity.

Section 11. All committee meetings of the Supreme Chapter shall be open for observation to all duly registered members of the Supreme Chapter, unless the same body dictates otherwise by majority vote.

Section 12. The Supreme Chapter shall conduct the Fraternity Memorial Service during its first session as a tribute to those brothers who have passed to the Chapter Eternal since the proceeding Supreme Chapter meeting.

LAW III – THE NATIONAL OFFICERS

Section 1. The National President shall act as chairman of the National Council and shall preside at all meetings of the Supreme Chapter and the National Council. He shall sign all certificates and other official documents in the name of the Fraternity and perform all other duties incident to the office of National President. He shall be responsible for all appointments of Chapter Advisors, National Committees (both Standing and of the Supreme Chapter), and National Council policy areas. He shall submit a detailed biennial report at each Supreme Chapter meeting.

Section 2. The National Vice President shall serve as the National Council's liaison with the Pi Kappa Phi Foundation and be assigned such other duties as determined by the National President. In the absence of the National President, the Vice President shall preside at all meetings of the Supreme Chapter and of the National Council. In addition, the elected National Vice President is automatically the President-Elect of the Fraternity.

Section 3. The National Treasurer shall confer with and advise the Chief Executive Officer, subordinate financial officers, and the National Council regarding financial policies and accounting for the Fraternity. He shall maintain the National Council's liaison with the Investment Committee and shall render an annual report to the National Council and a biennial report to the Supreme Chapter showing the financial condition of the Fraternity and making such recommendations as he may deem necessary. A summary report shall be furnished to each chapter by December 1 of each year.

Section 4. The National Secretary shall be the custodian of the Great Seal of the Fraternity, maintain a record of all official acts of the National Council, and perform all other duties incident to the office.

Section 5. The National Historian shall oversee the long term development and programming of alumni affairs of the Fraternity through the coordination of the National Headquarters and the standing Alumni Engagement Committee. He shall also serve as a liaison between the alumni chapters and the National Council.

Section 6. The National Chaplain shall be responsible for the secrets and ritualistic work of the Fraternity, see that the Customs and Usages of the Fraternity are properly preserved and work to upgrade the spiritual values of the Fraternity.

Section 7. The National Chancellor shall render official opinions as to the interpretation of the laws of the Fraternity and perform all other duties incident to his office. He shall make a continual review of the Constitution and Supreme Laws and recommend changes as required.

Section 8. A vacancy in a national office because of death, resignation, or removal for cause shall be filled by the National Council for the unexpired term.

Section 9. The National Officers may have areas of policy responsibility in addition to those duties specifically assigned.

Section 10. The National Council shall cause to be distributed to the chapters a written summary of all actions taken by said Council within thirty (30) days of a meeting except those of an esoteric nature which shall be reported to the Fraternity at the next following Supreme Chapter.

Section 11. The National Council shall meet as the needs of the Fraternity requires. Upon receipt of a written request for a National Council meeting from two members of the National Council, a National Council meeting shall be held within sixty (60) days at a time and place as designated by the National President.

LAW IV – NATIONAL HEADQUARTERS STAFF

Subdivision 1. Executive Director

Section 1. The National Council shall have authority to employ or discharge an Executive Director who shall be the Chief Executive Officer of the Fraternity. The Executive Director shall devote his full time to the management of the affairs of the Fraternity, subject to the direction of the National Council. He shall be responsible for the employment of the Fraternity's professional staff.

Section 2. The Executive Director shall manage the financial affairs of the Fraternity, have general charge of the National Headquarters, direct its activities, maintain the Fraternity records and archives, and supervise the publication of *The Star & Lamp*, and all books, journals, and other materials.

Section 3. The Executive Director shall have the authority to suspend any member or chapter from all rights and privileges in the Fraternity, pursuant to the provisions of Law VIII.

Section 4. The Executive Director shall report to the National Council on the activities of the National Headquarters, the general status of the Chapters, together with such recommendations as he deems necessary for the proper management of the affairs of the Fraternity. The frequency of such reports shall be fixed by the National Council.

Section 5. The Executive Director shall submit to the National Council a proposed budget prior to June 15 of each year for its consideration and approval. He shall submit to the National Council statements of income and expense, accounts receivable and payable, and such other reports as indicate proper budgetary control. The frequency of such reports shall be fixed by the National Council. He shall cause there to be a compilation, a review or an audit of the Fraternity's financial statements by a certified public accountant as directed by the National Council.

Section 6 The Executive Director shall furnish a surety bond in such sum as the National Council shall determine, covering the National Headquarters staff and all other members who have custody of fraternity funds.

Section 7. The Executive Director shall investigate each petitioning local fraternity as to its scholarship rating, financial status, membership qualifications and obtain such other information as he deems necessary. He shall make a report of his recommendations to the National Council.

LAW V – VOLUNTEERS

Subdivision 1. Chapter Advisors and Council of Advisors

Section 1. The National President, upon the recommendation of the Executive Director, shall have the authority to appoint a Chapter Advisor and may also appoint an alternate Chapter Advisor for each chapter, each of whom shall hold office for a term of two years concurrent with the National Officers or until his/her successor is appointed.

Section 2. The Chapter Advisor shall abide by the Fraternity's Constitution, Supreme Laws, and resolutions and policies of the Supreme Chapter and National Council and provide counsel to the chapter and its Executive Council. The Alternate Chapter Advisor shall assist the Chapter Advisor. The Chapter Advisor and the Alternate Chapter Advisor shall perform all other duties requested of them by the National Headquarters and the National Officers.

Section 3. Each student chapter shall have a Council of Advisors which shall consist at a minimum of a Chapter Advisor, Member Education Advisor, and Financial Advisor and such other positions which may be appropriate based upon available volunteers. The members of the Council of Advisors shall abide by the Fraternity's Constitution, Supreme Laws, and resolutions and policies of the Supreme Chapter and National Council and serve from time to time without fixed term. They shall report to the Chapter Advisor and perform all other duties requested of them by the National Headquarters and the National Officers. All alumni members, as well as non-members, but not students or student members, may serve in an advisory capacity.

Section 4. The National Headquarters shall provide training for all newly appointed Chapter Advisors.

Section 5. Chapter Advisors and members of a Council of Advisors are appointed volunteers and shall not act as the legal representative or agent of the Fraternity, nor shall they have the right to assume, create, or incur any liability of any kind, expressed or implied, against or in the name of or on behalf of Pi Kappa Phi Fraternity or its affiliates.

Section 6. All new associate chapters shall have a Chapter Advisor appointed by the National Council prior to the completion of the expansion process.

Subdivision 2. Standing Committees

Section 7. The following standing committees are hereby created:

- a. Ritual & Insignia
- b. New Member Education
- c. Alumni Engagement
- d. Scholarship

- e. Nominating
- f. Growth
- g. National Archivist
- h. Risk Management
- i. Volunteer
- j. Student Experience
- k. Chapter Quality & Resources
- l. Individual & Chapter Conduct
- m. Technology

Section 8. The members of these committees shall be appointed by the National Council. Unless otherwise provided herein, they shall hold office for a term of two years or until their successors are appointed and shall serve concurrently with the National Officers.

Section 9. The Ritual & Insignia Committee shall consist of as many members as may be designated by the National Council. The Committee shall work with the National Chaplain to recommend changes and improvements in the insignia, spiritual and ritual work of the Fraternity.

Section 10. The New Member Education Committee shall consist of as many members as may be designated by the National Council. The Committee shall work with the Executive Director in developing, implementing and reviewing the Fraternity's new member education program and resources.

Section 11. The Alumni Engagement Committee shall plan the alumni affairs of the Fraternity, promote organization of alumni chapters and coordinate activities between the individual alumni members, the alumni chapters, and the undergraduate chapters.

Section 12. The Scholarship Committee shall consist of as many members as may be designated by the National Council. The Committee shall work with the Executive Director in developing, implementing and reviewing all of the Fraternity's scholarship programs.

Section 13. The Nominating Committee shall consist of five (5) members, the chairman of which shall be the immediate Past National President not serving on the National Council. Three members shall be past national presidents and one shall be a member of the Council of Archons. This committee shall solicit recommendations from subordinate chapters and other members of the Fraternity, prepare a list of one or more nominees for each office, and make known its recommendations to all the chapters no later than four (4) months prior to the Supreme Chapter.

Section 14. The Growth Committee shall consist of as many members as designated by the National Council. The committee shall work with the Executive Director to develop, implement, and review both the Fraternity's expansion program and the Fraternity's program for assisting student chapters in the recruitment of members.

Section 15. The National Archivist Committee shall consist of as many members as may be appointed by the National Council. The committee shall work with the Executive Director of the Pi Kappa Phi Foundation to develop, implement and review plans for the acquisition and presentation of fraternity memorabilia for the Foundation's museum.

Section 16. The Risk Management Committee shall consist of as many members as may be appointed by the National Council. The committee shall work with the Executive Director to develop, implement and review the Fraternity's risk management program.

Section 17. The Volunteer Committee shall consist of as many members as may be appointed by the National Council. The committee shall work with the Executive Director to develop, implement, and review the Fraternity's program for recruiting alumni and student volunteers.

Section 18. The Student Experience Committee shall consist of as many members as may be designated by the National Council. The Committee shall work with the Executive Director to develop, implement, and review the Fraternity's programs aimed at fostering a deeper emotional connection to Pi Kappa Phi.

Section 19. The Chapter Quality & Resources Committee shall consist of as many members as may be designated by the National Council. The Committee shall work with the Executive Director to develop, implement, and review the Fraternity's programs for utilizing volunteers, leveraging the power of technology, and improving business systems in order to support student chapters.

Section 20. The Individual & Chapter Conduct Committee shall consist of as many members of the Fraternity as may be designed by the National Council. The Committee shall adjudicate alleged violations of the Fraternity's standards of conduct in accordance with the Conduct Code.

Section 21. The Technology Committee (Tech Taskforce) shall consist of as many members of the Fraternity as may be designed by the National Council. The committee shall evaluate the Fraternity's current use of technology and guide future decisions to derive greater value from an ever-evolving medium.

Section 22. The National Council may assign such other duties to a standing committee as it deems necessary for the proper administration of the affairs of the Fraternity.

Section 23. The Chairman of standing committees shall make reports of their activities and recommendations to the Supreme Chapter and National Council.

Section 24. When a committee meets at the call of its Chairman, with the approval of the National President, the traveling expenses of each member shall be paid by the Fraternity.

Section 25. The Supreme Chapter may also direct that a special standing committee be created to entertain any special project or task. The name of any such standing committee shall commence with the word "Special." Such a Special Standing Committee shall exist until the Supreme Chapter meeting next following its creation, at which time it shall render a final report and then be dissolved.

Section 26. The National President shall have the authority to appoint such standing, advisory or special committees as he deems necessary.

Subdivision 3. Removal

Section 27. The National Council shall have the authority to remove appointed volunteers from their positions.

LAW VI – ALUMNI ORGANIZATIONS

Subdivision 1. Alumni Chapters

Section 1. An Alumni Chapter's primary purpose is to coordinate alumni engagement opportunities for the chapter. This organization shall be distinct from the Council of Advisors as defined in Law V, Section 3.

Section 2. Petitions for charters to establish alumni chapters, having been signed by no less than ten (10) alumni members of the Fraternity in good standing, may be granted by the National Council. An alumni chapter consists of a group of members predominantly from the same chapter. The alumni chapter works closely with a single chapter.

Section 3. Alumni chapters shall bear the name recommended by the chartered group and approved by the National Council.

Section 4. The officers shall be the Archon, Treasurer, Secretary, and such other officers as they may provide for. Elections shall be held at least annually, with the installation of officers during the meeting at which they are elected. Their duties shall be such as usually devolve upon such officers.

Section 5. Any alumnus member of the Fraternity in good standing shall be eligible for election to membership to that chapter, his admission to be subject to the rules and regulations of the chapter.

Section 6. Meetings of alumni chapters shall be held as determined by the bylaws of the alumni chapter.

Section 7. Each alumni chapter shall hold at least one chapter-based annual alumni event. That event will be left up to the discretion of the alumni chapter, but requires adequate notification of all alumni in good standing on the chapter's alumni roster.

Section 8. Each alumni chapter will produce a minimum of one alumni publication each year.

Section 9. Alumni Chapters shall furnish such reports as may be called for by the National Council.

Section 10. Alumni Chapters may provide such laws as may be necessary or advisable in the conduct of their affairs, provided that no such laws shall conflict with the Constitution or Supreme Laws of the Fraternity.

Subdivision 2. Housing Corporations

Section 11. There shall be various incorporated Pi Kappa Phi local housing corporations for the purpose of locally administering housing on behalf of the student chapters. These corporations shall be incorporated under the laws of the various respective states. The National Council shall establish guidelines for the formation of such corporations.

Section 12. A duly constituted housing corporation may be recognized as the alumni chapter if it performs the functions of the alumni chapter as outlined in Supreme Law.

Subdivision 3. Area Alumni Associations

Section 13. An Alumni Association’s primary purpose is to drive alumni engagement and connections among our Brotherhood in geographical areas across the nation where Pi Kappa Phi has concentrations of members who reside in proximity to these areas.

Section 14. Petitions for recognition to establish alumni associations may be granted by the national staff. An alumni association consists of a group of members with residency in the same geographical area.

Section 15. Alumni associations should bear the name recommended by the national staff.

Section 16. The leadership should be a council of three, and such other officers as they may provide for. Officer terms shall be two years from Supreme Chapter to Supreme Chapter and elected locally.

Section 17. Any Alumnus member of the fraternity in good standing with the national fraternity and resides in the geographical area that the association serves shall be eligible for inclusion in that area alumni association.

Section 18. Each alumni association shall hold at least two local alumni events annually, complete the national survey annually and adhere to branding guidelines.

Section 19. Each alumni association will have an established and appropriate mode of communication with area alumni members.

Section 20. Alumni associations shall furnish such reports as may be called for by the National Council.

Subdivision 4. Affinity Networks

Section 21. The National Council, having received an application for recognition in accordance with the adopted policies, may recognize various affinity networks. Affinity networks shall offer alumni and students the opportunity to connect based on common interest or shared experience. Affinity networks may not be based on ideology or advocacy.

LAW VII – STUDENT CHAPTERS

Subdivision 1. Designation and Authority

Section 1. Student chapters shall be designated by the letters of the Greek alphabet according to the dates of their original charters, provided that when the alphabet is exhausted it shall be used again prefixed in turn by its own letters: as Alpha Alpha, Alpha Beta, etc.

Section 2. Student chapters shall have and shall exercise subordinate authority but not control over such territory as may be prescribed by their charters, subject to the Constitution and Laws of the Fraternity.

Section 3. Student chapters shall have no power to alter or amend these Laws, but they may make such additional laws of their own as may be deemed necessary by two-thirds vote of their respective members; provided, however, that these laws are not in conflict with the Constitution or Supreme Laws or other regulations of the Fraternity.

Section 4. Student chapters and their members shall not act as the legal representative or agent of the Fraternity, nor shall they have the right to assume, create, or incur any liability of any kind, expressed or implied, against or in the name of or on behalf of Pi Kappa Phi Fraternity or its affiliates.

Subdivision 2. Student Chapter Leadership

Section 5. Each student chapter shall have an Executive Council, which shall be composed of the following officers in order of authority: Archon, Vice Archon, Treasurer, Secretary, Warden, Historian, and Chaplain. The chapter's Philanthropy Chairman and Risk Management Chairman shall also serve on the Executive Council.

Section 6. The Archon shall be the official head of the chapter. He shall preside at all meetings of the chapter, call special meetings, appoint all committees, and in all ways act as the executive officer of the chapter. He shall vote only in secret balloting for officers, on the extending of invitations to membership in the chapter, or, in case of a tie, on regular matters. The Archon, or a representative designated by him in writing, shall attend each Supreme Chapter.

Section 7. The Vice Archon shall be responsible for directing or supervising the recruitment effort of the chapter in accordance with a chapter-adopted recruitment plan. He shall preside in the temporary absence of the Archon or until a new Archon is elected.

Section 8. The Treasurer shall collect all monies due the chapter, giving receipts thereof, and disburse the same only upon vote of the chapter, or upon the authority of the Archon, taking receipts thereof. He shall keep proper accounts and make written reports to the chapter as required by the bylaws. Immediately after the initiation of each new member the Treasurer shall turn over to the Secretary the initiation fees as prescribed by laws of the Fraternity, for transmission to the National Headquarters. He shall preside in the absence of the Archon and the Vice Archon.

Section 9. The Secretary shall keep a just and true record of all the proceedings of the chapter. He shall carry on the necessary correspondence of the chapter, attest official papers and documents, and perform such other duties as may be required by the laws and regulations of the Fraternity. He shall forward the prescribed regular reports, pre-initiation and certification of initiation cards, together with the fee remittances turned over by the Treasurer, all for transmission to the National Headquarters by the respective due dates. He shall maintain the Fraternity's brand standards, as established by the National Council and National Headquarters.

Section 10. The Warden shall have chief responsibility over the education of associate members as well as the continued education of initiated brothers. The Warden shall be responsible for serving all official notices, and shall have charge over keeping order during sessions of the chapter. He shall attend the door of the chapter room during all meetings.

Section 11. The Historian shall be responsible for the proper keeping of his chapter's history, for the submission of content to the National Headquarters for publication in *The Star & Lamp*, and for maintaining up-to-date records of addresses and information on alumni members of his chapter. He shall be responsible for arranging publication of at least one alumni chapter newsletter per year, as to all responsibilities not assumed by the alumni chapter or housing corporation. The Historian shall have general responsibility for student chapter alumni engagement matters. He shall also be responsible for the recruitment of alumni initiates. The Historian shall work with the National Headquarters and the standing Alumni Engagement Committee, performing such duties and submitting such reports as may be required.

Section 12. The Chaplain shall be responsible for all ritualistic and religious exercises of the chapter, including the safekeeping, carrying, distribution, and collection of all ritualistic paraphernalia; coordination of Founders' Day activities; and the conduct of memorial services. He shall read and interpret sections from the Ritual of Pi Kappa Phi during at least one formal chapter meeting each month. He shall instruct each new initiate as to the meaning of the Ritual.

Section 13. The Philanthropy Chairman shall be responsible for directing and supervising the philanthropic and service-oriented activities of the chapter. The Philanthropy Chairman shall actively promote and support The Ability Experience. He shall coordinate the chapter's fundraising, awareness, and volunteerism efforts on behalf of The Ability Experience.

Subdivision 3. Elections and Meetings

Section 14. Election of officers of the student chapter may be held either once each year or twice each year to provide two terms of equal length, with one election occurring in November. This is not to be construed as to prohibit an officer from being reelected nor as requiring an arbitrary change of officers. Requests for exceptions to the timing of elections are subject to approval by the National Headquarters. The elections shall be of secret ballot. Balloting shall continue until one candidate receives a majority vote. The timing of officer installation shall occur at the discretion of the student chapter. Installation of officers shall be conducted by the retiring Archon or the next junior past Archon. Failing the past Archon, an alumnus shall act as the installing officer. No chapter officer or member shall have the authority to bind the national organization.

Section 15. To be eligible to hold an officer position or committee chairmanship, a student shall have attained and maintain a cumulative grade point average that complies with at least one of the following criteria:

- a. A GPA at or above the all-men's average on campus; or
- b. A GPA at or above a 2.7 on a 4.0 scale or an equivalent grade point index.

Section 16. Chapter meetings shall be held weekly during the regular academic year and at least one such meeting each month shall be conducted according to the formal procedure. Members shall attend all meetings unless excused by the Archon for sufficient reason. Special meetings shall be called by the Archon upon written request of six members. The Archon may cancel any chapter meeting for good cause. All persons shall be challenged and recognized as initiated members in the usual manner before being admitted to any formal chapter meeting, or any chapter meeting at which esoteric matters are to be discussed.

Section 17. A majority of the members of the chapter shall constitute a quorum.

Subdivision 4. Other Matters

Section 18. The prescribed order of procedure shall be followed for all formally conducted chapter meetings. A more informal procedure may be used for all other meetings, so long as the order of business is the same.

Section 19. Upon the death of a National Council member, members of all student chapters shall wear the insignia of mourning for a period of fifteen (15) days. A period of mourning will be similarly observed by the members of his chapter on the death of any student member.

Section 20. Each student chapter shall meet on Founders' Day or as near thereto as possible for appropriate observance of the occasion.

Section 21. Each chapter should appoint student-alumni coordinators, to be chosen prior to their graduation, at periodic intervals so selected by each individual chapter. The student-alumni coordinator should be responsible for maintaining contact with his student member contemporaries, act as a resource material person for his chapter; and maintain communication with *The Star & Lamp*.

Section 22. Subordinate chapters may not affiliate women to any status of membership, whether formal or honorary, and are prohibited from creating or supporting auxiliary organizations affiliated with the Fraternity that are composed of women. This section is not intended to prohibit relations with independent organizations composed of women, nor shall it be construed to prohibit the employment of women.

LAW VIII – CHAPTER OPERATING EXPECTATIONS

Subdivision 1. Chapter Operating Expectations

Section 1. In order to promote the general welfare of the Fraternity and support sustainable operations within the subordinate chapters, every chapter of Pi Kappa Phi is expected to comply with the operating expectations outlined herein.

Section 2. A student chapter shall maintain a membership of at least 30 student members, or the average number of student members maintained by the other fraternities on campus, whichever is lower.

Section 3. A student chapter shall maintain a term or cumulative grade point average that meets one of the following criteria:

- a. A chapter GPA above the all-men's average on campus; or
- b. A chapter GPA at or above a 2.7 on a 4.0 scale or an equivalent grade point index.

Section 4. Each chapter shall conduct, as its first associate member activity, the pre-initiation ceremony.

Section 5. A chapter's associate member education program, defined as pre-initiation to final exam, shall not exceed 12 weeks.

Section 6. A student chapter shall operate substantially in accordance with the chapter-approved associate member education program, as well as all applicable laws and policies governing the treatment of associate members.

Section 7. Each associate member shall be provided with a current edition of *The White Diamond* as part of the chapter's associate member education program.

Section 8. A student chapter shall create and maintain a functioning committee system composed of a sufficient number of committees, as determined by the chapter's bylaws, to support the business of the chapter.

Section 9. Each chapter shall have the required number of delegates in attendance at each Supreme Chapter and one of the annual Pi Kapp College sessions designated for chapter officers.

Section 10. A student chapter shall operate without a financial loss and substantially in accordance with a chapter-approved budget.

Section 11. Each chapter shall operate on a July 1 to June 30 fiscal year.

Section 12. Each chapter shall submit to the National Headquarters:

- a. A current, chapter-approved budget within thirty (30) days of the beginning of each term;
- b. A current, chapter-approved associate member education program at least seven (7) days prior to every pre-initiation ceremony;

- c. An annual copy of the chapter's Internal Revenue Service (IRS) Form 990 upon filing on or before October 31st of each year;
- d. Uniform member record cards, which shall be supplied by the National Headquarters, upon the initiation of new members; and
- e. Written risk management procedures as updated by the Risk Management Chairman.

Section 13. Each chapter, at a minimum, should report its financial status as required in Law VIII of the Supreme Laws. The report on the financial status of the chapter should be reviewed by a committee consisting of the Treasurer, Archon, and at least one participant of which should be an accountant, preferably a Certified Public Accountant, or a Public Accountant. The report of the financial status of the chapter should be reported in a reasonable and acceptable manner.

Section 14. Student chapters shall make proper provisions for the initiation of candidates who have accepted an invitation to membership. The initiation may be held at any time selected by the chapter in accordance with an approved associate member education program.

Section 15. Every initiate shall receive from the chapter a formal initiation as prescribed by the Ritual, as well as an appropriate debrief. Upon proper certification from the initiating chapter; the receipt of the initiation fees prescribed by Supreme Law; and, when applicable, verification that the pre-initiation fee was paid, the National Council shall cause to be issued a certificate evidencing and acknowledging membership in the Fraternity.

Section 16. Student chapters and their members shall abide by the Pi Kappa Phi Fraternity Risk Management Policy and any applicable federal, state, and local laws.

Section 17. Members of all student chapters shall treat each other with dignity and respect, regardless of their classification of membership or level of seniority within the Fraternity.

Section 18. Content, pictures, and graphics that reflect negatively on Pi Kappa Phi or that are inconsistent with the Constitution, Supreme Laws, or policies of the Fraternity shall not be used in any medium affiliated with the Fraternity.

Section 19. A student chapter shall create and maintain an active Standards Board consisting of at least five (5) members. Members of the Standards Board may be elected by the chapter or appointed by the chapter officers and ratified by a majority vote of the chapter. The specific structure of the Standards Board shall be determined by the chapter and codified in the chapter bylaws. The Standards Board shall interpret, maintain, and enforce the standards of the chapter and the National Fraternity in accordance with Law VIII. The Standards Board shall personify the abstractions of true brotherhood – caring, helping, and encouraging members in order to promote personal development and prevent future violations.

Section 20. Each student chapter shall participate in at least one (1) revenue-generating event for The Ability Experience annually and maintain an average annual Ability Experience fundraising total of at least \$10.00 per student member. All funds raised shall be submitted to The Ability Experience staff within ten (10) business days.

Subdivision 2. Compliance with the Chapter Operating Expectations

Section 21. The Executive Director shall be responsible for tracking chapters' compliance with the operating expectations outlined in this Law.

Section 22. If a chapter is found to be non-compliant with the same provision of the operating expectations outlined in this Law for two consecutive terms, the Executive Director may refer the chapter to the National Council. The National Council, or its designee, may issue any such orders it deems in the best interest of the chapter and the Fraternity in order to ensure future compliance.

- a.** In cases where the suspension or revocation of the chapter's charter is a possible sanction, the chapter shall be entitled to a hearing before the National Council, or its designee, pursuant to the case resolution procedures outlined in the Conduct Code.
- b.** If a subordinate chapter fails to maintain compliance with the operating expectations outlined in this Law for twelve (12) consecutive months or longer, the National Council, or its designee, shall have the authority to reclassify all student members of the chapter as alumni members of Pi Kappa Phi. Student members reclassified as alumni members of the Fraternity by the National Council, or its designee, shall have the ability to petition the National Council, or its designee, for reinstatement as a student member. Any student member who is reclassified as an alumni member under the provisions of this section shall have no further involvement in the operations or activities of a subordinate chapter of Pi Kappa Phi for a period of at least four (4) years.

Section 23. Individual chapters may petition the National Council for exemption from any Supreme Law or policy adopted in accordance with the Fraternity's Constitution and Supreme Laws due to unusual and extenuating circumstances. Approval of this petition shall require a three-fourths vote of the quorum present.

LAW IX – CONDUCT CODE

Subdivision 1. Philosophy

Section 1. Pi Kappa Phi Fraternity is a values-based membership development organization that focuses on building brotherhood through character enhancement, leadership development, academic achievement, commitment to service, lifelong friendship, and social experiences. The Fraternity exists on the basis of shared values and principles. Members of the Fraternity are expected to uphold and abide by certain standards of conduct as established in the Constitution, Supreme Laws, policies and resolutions of the Supreme Chapter, and Ritual of the Fraternity. Additionally, members are expected to hold each other accountable to these standards. When members of Pi Kappa Phi fail to exemplify these values, conduct proceedings are used to assert and uphold these expectations.

The role of educational discipline is foremost in the process of sanctioning. The conduct process of the Fraternity is not intended to punish. Rather, it exists to protect the greater interest of the Fraternity, to challenge those whose behavior is not in accordance with established standards, to deter future conduct violations, and to educate members on their responsibilities as brothers and as members of their campus community. Sanctions are intended to challenge members' moral and ethical decision-making and to help them bring their behavior in accord with Fraternity expectations. When a member or subordinate chapter is unable to conform to the expectations of the Fraternity, the conduct process may determine that they should no longer share in the privilege of participating in the Fraternity.

Subdivision 2. Responsibilities and Rights

Section 2. Every member has a duty to understand and abide by the Constitution, Supreme Laws, Ritual of the Fraternity, and resolutions and policies of the Supreme Chapter and the National Council; as well as any provisions of chapter bylaws or house rules. Ignorance of a specific provision is not an acceptable defense. Members accused of conduct violations have the following rights:

- a. To be informed of the charges against them;
- b. To request an informal resolution of the case;
- c. To be allowed a reasonable time to prepare a defense;
- d. To hear and respond to evidence upon which a charge is based;
- e. To appeal as provided herein;
- f. To waive some or all of these rights.

Section 3. Where required, notice may be given to any member or subordinate chapter in writing or via electronic mail.

Subdivision 3. Jurisdiction

Section 4. The Conduct Code (“Code”) applies to all members and subordinate chapters of the Fraternity.

Section 5. Each subordinate chapter shall have jurisdiction to institute conduct proceedings concerning any of its members.

Section 6. The National Council shall have jurisdiction to institute conduct proceedings in the following cases:

- a. All cases concerning any member of the Fraternity;
- b. All cases concerning any subordinate chapter;
- c. All cases primarily reserved to the subordinate chapters in which the subordinate chapter fails, neglects, or refuses, upon request of the Executive Director or a majority of the National Council, to institute and pursue conduct proceedings promptly to conclusion;
- d. All other cases not herein provided for.

Section 7. The National Council shall have appellate jurisdiction for all cases adjudicated under the provisions of Section 5 of this Law, as well as for all cases adjudicated by the standing Individual & Chapter Conduct Committee in accordance with Subdivision 11 of this Law.

Section 8. The Supreme Chapter shall be the final appellate body for all cases.

Subdivision 4. Prohibited Conduct of Members

Section 9. This Code is not written with the specificity of a criminal statute, nor is it intended to cover every instance of potentially prohibited conduct. The Fraternity expects its members, wherever they are, to adhere to high standards of honor and good citizenship and to conduct themselves according to the teachings of the Ritual of the Fraternity in a responsible manner that brings credit to the Fraternity. Members may be charged with the following misconduct:

- a. Breach of an obligation assumed upon initiation.
- b. Violation of any provision of the Constitution, Supreme Laws, Ritual of the Fraternity, and/or resolutions and policies of the Supreme Chapter or the National Council.
- c. Disclosure of information about any secret Fraternity matter to anyone other than a member in good standing.
- d. Contumacy for the authority of the Chapter Advisor, Executive Director, or any other officer of the Fraternity.
- e. Conduct that reflects negatively upon another brother, a chapter, or the Fraternity.
- f. Failure to pay financial obligations when due.
- g. Violation of any provisions of chapter bylaws or house rules.

- h.** Damaging or ruining any fraternity property or the property of others, or the unauthorized use or entry of fraternity property or facilities.
- i.** Intentional misrepresentation or falsification of any official Fraternity document, or record.
- j.** Hazing.
- k.** Sexual misconduct, including sexual harassment, sexual violence, domestic violence, dating violence, and sexual exploitation.
- l.** Violation of applicable policies and/or laws governing the use, sale, and/or possession of alcohol or other controlled substances.
- m.** Endangering the health or safety of any person.
- n.** Abuse or interference with the Fraternity’s conduct process, including but not limited to:
 - i.** Falsification, distortion, or misrepresentation of information;
 - ii.** Failing to provide, destroying, or concealing information during an investigation into an alleged violation;
 - iii.** Attempting to discourage an individual’s participation in or use of the Fraternity’s conduct process;
 - iv.** Verbal or physical harassment and/or intimidation of a member of a hearing body prior to, during, or following conduct proceedings; and
 - v.** Influencing or attempting to influence another person to commit an abuse of the Fraternity’s conduct process.
 - vi.** Retaliating against any person for reporting an incident, filing a complaint, cooperating in an inquiry or investigation, or participating in any other capacity in any of the discipline process.
- o.** Violation of the terms of any sanction assigned in accordance with the Code.
- p.** Violation of an interim suspension placed on a member in accordance with the Code.

Subdivision 5. Prohibited Conduct of Subordinate Chapters

Section 10. A chapter may be charged with any of the following misconduct:

- a.** Violation of any provision of the Constitution, Supreme Laws, Ritual of the Fraternity, and/or resolutions and policies of the Supreme Chapter or the National Council.
- b.** Contumacy for the authority of the Chapter Advisor, Executive Director, or any other officer of the Fraternity.
- c.** Failure to pay financial obligations when due.
- d.** Damaging or ruining any fraternity property or the property of others, or the unauthorized use or entry of fraternity property or facilities.

- e. Intentional misrepresentation or falsification of any official Fraternity document, or record.
- f. Hazing.
- g. Sexual misconduct, including sexual harassment, sexual violence, domestic violence, dating violence, and sexual exploitation.
- h. Violation of applicable policies and/or laws governing the use, sale, and/or possession of alcohol or other controlled substances.
- i. Endangering the health or safety of any person.
- j. Abuse or interference with the Fraternity's conduct process, including but not limited to:
 - i. Falsification, distortion, or misrepresentation of information;
 - ii. Failing to provide, destroying, or concealing information during an investigation into an alleged violation;
 - iii. Attempting to discourage an individual's participation in or use of the Fraternity's conduct process;
 - iv. Verbal or physical harassment and/or intimidation of a member of a hearing body prior to, during, or following conduct proceedings; and
 - v. Influencing or attempting to influence another person to commit an abuse of the Fraternity's conduct process.
 - vi. Retaliating against any person for reporting an incident, filing a complaint, cooperating in an inquiry or investigation, or participating in any other capacity in any of the discipline process.
- k. Violation of the terms of any disciplinary sanction imposed in accordance with the Code.
- l. Violation of an interim suspension placed on a chapter in accordance with the Code.

Subdivision 6. Specifically Prohibited Conduct and Summary Action

Section 11. A member or chapter shall be summarily sanctioned for the following conduct violations:

- a. Failure of a student member to pay his dues or house account within thirty (30) days of billing shall result in such member being automatically suspended and deprived of all privileges until his indebtedness is paid in full, unless a written extension of time is granted to such a member by the Executive Director. The Chapter Secretary shall notify by regularly prescribed report to the Executive Director the suspension and subsequent reinstatement of any member of his chapter. The Executive Director shall give the delinquent member written notice of his suspension and the sanction for continued violation, with copies being sent to the Chapter Advisor and Chapter Archon, or said notice may be served upon the delinquent member personally by an officer of his chapter. After a member has been suspended for ninety (90) days, the Executive Director shall report

his name to the National Council, which may expel such member or assign other such sanctions as deemed in the best interest of the Fraternity.

- b. Failure of a member to comply with the bylaws and rules of a chapter shall subject him to such a fine as outlined in the chapter bylaws.
- c. Failure of an officer or chairman of a subordinate chapter to perform his duties properly shall subject the officer to removal from office by the Executive Director or his designee.
- d. Failure of a chapter to use the forms provided by the National Headquarters shall result in a fine being imposed by the National Council of not more than \$25.00.
- e. Failure of a chapter to meet its lawful obligations shall be subject to such fine as may be imposed by the National Council.

Subdivision 7. Interim Suspension

Section 12. The Executive Director shall have the authority to impose an interim suspension on any chapter or member alleged to be involved in a violation of any provisions of the Constitution or Supreme Laws or any official directive for a period not to exceed sixty (60) days. In the event of an extenuating circumstance, the Executive Director shall have the authority to impose an interim suspension on any chapter or member alleged to be involved in a violation of Constitution or Supreme Laws or any official directive for an undetermined amount of time. For an interim suspension lasting longer than sixty (60) days, the Executive Director or their designee must notify and discuss the extenuating circumstances with the National Chancellor prior to the sixty (60) day mark. Notification to the chapter or the member must outline why the circumstance is an extenuating circumstance that warrants an interim suspension past the sixty (60) day mark. The Executive Director or their designee must provide updates to the National Chancellor defending the continued interim suspension every thirty (30) days until the interim suspension is lifted.

Section 13. In cases where an interim suspension is imposed by the Executive Director, the party or parties suspended shall have the right to meet with the Executive Director or his representative upon the submission of a written request. The meeting shall be held within fifteen (15) days of this written request. The following issues only will be discussed during the meeting: (a) the reliability of the information concerning the alleged conduct violation, including the matter of identity; (b) whether the conduct and surrounding circumstances reasonably indicate that the interim suspension is in the best interest of the Fraternity. The Executive Director, or his representative; the Chapter Advisor, or his/her representative; the Respondent; the complaining party; and the chapter's Executive Council shall all be given the opportunity to be present at this meeting. If the meeting is not held within this time period, the interim suspension is automatically lifted. At the conclusion of the meeting, if the Executive Director or his representative retains the interim suspension, the interim suspension will be reviewed by the National Chancellor within thirty (30) days of the meeting based on all available facts. If the suspension is sustained by the National Chancellor, the National Council shall review the case and take whatever further action it deems necessary.

Section 14. A chapter Executive council may, by a three-fourths vote, impose an interim suspension on any member alleged to be involved in a violation of any provisions of the Constitution or Supreme Laws or any official directive until a conduct case can be adjudicated by the chapter in accordance with this Code. The interim suspension period may not exceed thirty (30) days. The Archon shall notify the party or parties suspended of the Executive Council’s action in writing, copying the Chapter Advisor. A copy of the notice of interim suspension shall be sent to the Executive Director within three (3) days of the suspension being imposed.

Section 15. In cases where an interim suspension is imposed by the Executive Council, the party or parties suspended shall have the right to meet with the Executive Council upon the submission of a written request. The meeting shall be held within five (5) days of this written request. The following issues only will be discussed during the meeting: (a) the reliability of the information concerning the alleged conduct violation, including the matter of identity; (b) whether the conduct and surrounding circumstances reasonably indicate that the interim suspension is in the best interest of the Fraternity. The Executive Council; the Chapter Advisor, or his/her representative; the Respondent; and the complaining party shall all be given the opportunity to be present at this meeting. At the conclusion of the meeting, if the Executive Council, by a three-fourths vote, retains the interim suspension, the party or parties suspended shall have the right to have the interim suspension reviewed by the Executive Director or his designee upon the submission of a written request. The Executive Director, or his designee, shall review the written submission from the requesting party or parties, as well as any information submitted by the Executive Council, in order to determine if retaining the interim suspension is in the best interest of the Fraternity. The decision of the Executive Director or his designee shall be final.

Subdivision 8. Advisors

Section 16. At their own discretion, Complainants and Respondents may be advised by a member of the Fraternity. The role of the advisor is limited to consultation. While advisors may be present at Standards Board meetings and hearings by the National Council or their duly appointed representatives, advisors may not serve as witnesses, address hearing bodies, speak in conduct proceedings, or question witnesses. Because the purpose of this conduct process is to provide a fair review of alleged violations of this Code rather than a formal legal proceeding, participation of persons acting as legal counsel is not permitted.

Subdivision 9. Standards of Due Process and Evidence

Section 17. Formal rules of evidence will not be applied, nor will deviations from prescribed procedures necessarily invalidate a decision, unless significant prejudice to the Respondent or Complainant may result.

Section 18. The complaint against the Respondent must be established by a preponderance of the evidence, meaning that a reasonable person would accept that “more likely than not” a fact is true or an incident occurred.

Subdivision 10. Case Resolution by the Subordinate Chapter

Section 19. Each subordinate chapter shall be required to establish a Standards Board to be used to adjudicate conduct violations of members over which it has jurisdiction.

Section 20. The Respondent or any other member simultaneously alleged to be involved in the same or similar conduct violations may not participate in the adjudication or appellate processes as described herein.

Section 21. Any member of the Fraternity may refer another member suspected of violating this Code to the Archon and Standards Board of such chapter for resolution in accordance with this Law. In order to initiate conduct proceedings, a written complaint must be filed with the Archon and Standards Board of the subordinate chapter.

Section 22. Upon receipt of the written complaint, the Standards Board shall set a time and place for a meeting to hear the case. The meeting shall occur within fifteen (15) days of receipt of the written complaint. A copy of the complaint, together with notice of the time and place of the Standards Board meeting, shall be given to the Respondent at least five (5) days prior to the meeting. The Complainant shall first present his case, after which the Respondent shall have a reasonable opportunity to present his defense.

Section 23. Following the conclusion of all relevant testimony, the Respondent and Complainant shall be excused and a determination of responsibility shall be made by a majority vote of members hearing the case. If a majority of the members hearing the case vote in the affirmative, the Respondent shall be found responsible. If not, the Respondent shall be found not responsible. The members hearing the case shall then consider and decide the sanction to be assigned in accordance with this Law.

Section 24. The Respondent and the Standards Board may resolve the complaint through agreed resolution. In order for the matter to be resolved without a Standards Board meeting, the Respondent must waive his right to an appeal; accept responsibility for his conduct; and agree, in writing, to complete the sanctions recommended by the Standards Board.

Section 25. Respondents who fail to appear or to be represented by another member, after proper notice, may be found responsible by default, at which time the Standards Board will determine the appropriate sanction.

Section 26. The Respondent shall be promptly notified of the determination of responsibility and any sanctions assigned.

Section 27. Minutes of all conduct proceedings, summarizing the evidence presented, shall be kept and maintained by the Chairman of the Standards Board and include:

- a. Date of Standards Board meeting or chapter hearing;
- b. Name and address or e-mail address of Respondent;
- c. Chapter designation, school, and address;

- d. Copy of the written complaint;
- e. Summary of evidence presented by the Complainant and Respondent;
- f. Determination of responsibility and the specific provisions of the Code or chapter bylaws violated (if applicable);
- g. Sanctions assigned (if applicable);
- h. The name and address or e-mail address of the member who kept the minutes.

Section 28. In the event that the Standards Board finds a member responsible for a conduct violation and votes to suspend or expel the member in accordance with Supreme Law, minutes from the proceedings and a copy of the sanctions must be sent to the Executive Director within ten (10) days after the sanction is assigned. No other results of Standards Board meetings need to be reported.

Subdivision 11. Case Resolution by the National Council or Individual & Chapter Conduct Committee

Section 29. Conduct proceedings concerning a member or chapter that are to be adjudicated by the National Council shall be instituted upon receipt of a written complaint, signed by a member in good standing and filed with the National Headquarters. The written complaint shall set forth the alleged conduct violations with sufficient facts or supporting documents to substantiate the allegation. Proceedings concerning a member or chapter may also be instituted by a resolution of the National Council.

Section 30. The National Council may conduct the hearing or refer the matter to the standing Individual & Chapter Conduct Committee. If referred to the Individual & Chapter Conduct Committee, the Chairman shall select three (3) members of the Committee to adjudicate the case. The members selected shall be empowered to adjudicate the alleged conduct violations, including the assignment of sanctions as described herein. Any conduct proceeding of the National Council must be adjudicated within three (3) months after the institution of the action.

Section 31. In any proceeding under this subdivision, the Respondent shall be given reasonable notice of the time and place of hearing. The proceeding shall be conducted so that the Respondent has a reasonable opportunity to present a defense. At the conclusion of the presentation of evidence, the Respondent and Complainant shall be excused and the hearing body shall consider its determination of responsibility. The hearing body may, by a majority vote, find the Respondent responsible for one or more of the alleged conduct violations. If the Respondent is found responsible, the hearing body shall consider the assignment of sanctions as prescribed herein. The Respondent shall be promptly notified of the determination of responsibility and any sanctions assigned. The hearing body and the Respondent may enter into an agreement to resolve the complaint in a way other than as herein provided.

Section 32. If the Respondent fails to answer the complaint or order to show cause, or fails to attend the hearing, the Respondent may be found responsible by default, at which time the hearing body will determine the appropriate sanction.

Section 33. The Respondent may waive the right to a hearing and may consent to the assignment of a sanction as recommended by the National Council or its designee.

Subdivision 12. Sanctions

Section 34. The subordinate chapter or its Standards Board, or the National Council or its designee, may assign one or more of the following sanctions by a majority vote, with each sanction being voted upon separately at the discretion of the presiding officer:

- a. Warning – notice, oral or written, that continuation or repetition of prohibited conduct may be cause for additional conduct proceedings.
- b. Censure – a written reprimand for violation of specific provisions of the Code, including a warning that continuation or repetition of prohibited conduct may be cause for additional conduct proceedings.
- c. Written apology to those wronged.
- d. Probation – a designated period of time during which additional violations of the Fraternity’s standards of conduct may result in more severe sanctions.
- e. Educational sanctions – the completion of education programs or other discretionary sanctions necessary to develop the skills and/or knowledge necessary to prevent future violations.
- f. Loss of privileges.
- g. Exclusion from various fraternity activities.
- h. Fines not to exceed \$100.00.
- i. Payment for loss or damage.
- j. Removal from office – the chapter Standards Board may not assign this sanction, but may forward a recommendation of removal from office to the subordinate chapter for final adjudication.
- k. Other sanctions as may be agreed upon by the subordinate chapter or its Standards Board, or the National Council or its designee, and the Respondent.

Section 35. In cases involving an associate member, the Standards Board, after a determination of responsibility, may by a majority vote revoke a bid to associate membership.

Section 36. In cases involving the failure of a member to meet the Fraternity’s minimum academic standards, as defined by Supreme Law and the chapter bylaws, the Standards Board, after a determination of responsibility, may by a four-fifths vote place a brother on conditional alumni status. This reclassification shall preserve the brother’s membership in the Fraternity but preclude him from any involvement in the operations or activities of the student chapter until he graduates, permanently discontinues his course of study at the institution, or documents a grade point average that meets the Fraternity’s minimum academic standard. The member reclassified to conditional alumni status shall have the right to have the sanction reviewed by the chapter, which may, by a two-thirds affirmative vote overturn the

reclassification. Should the reclassification to conditional alumni status be overturned, the case shall be remanded to the Standards Board, which shall have the authority to assign any other sanctions provided for herein.

Section 37. The Standards Board, after a determination of responsibility in a conduct proceeding, may by a four-fifths vote suspend a brother for a specified period of time, or expel the brother from the Fraternity. The member suspended or expelled shall have the right to have the sanction reviewed by the chapter, which may, by a two-thirds affirmative vote overturn a suspension, or by a three-fourths affirmative vote overturn an expulsion. Should a suspension or expulsion be overturned, the case shall be remanded to the Standards Board, which shall have the authority to assign any other sanctions provided for herein. The expulsion of member shall not be effective until approved by the National Council, who shall also have the authority to assign a lesser sanction.

Section 38. The standing Individual & Chapter Conduct Committee, after determination of responsibility in a conduct proceeding, may by a unanimous vote suspend or expel a brother of the Fraternity, or suspend or revoke the charter of a subordinate chapter, and issue such other orders to the chapter as it deems in the best interest of the Fraternity. The suspension or revocation of a charter shall not be effective until approved by the National Council, who shall have the authority to assign a lesser sanction.

Section 39. When a charter is suspended or revoked, it shall be delivered, together with all archives and paraphernalia, to the National Headquarters, or to the person named by the National Council or the Executive Director. All other property of the chapter shall pass into the custody of the National Council, to be held in trust, or sold, and the proceeds held in trust, at the discretion of the National Council, for the benefit of the chapter, should it be revived.

Section 40. The National Council, after determination of responsibility in a conduct proceeding, may by a four-fifths vote suspend or expel a brother from the Fraternity, or suspend or revoke the charter of a subordinate chapter, and issue such other orders to the chapter as it deems in the best interest of the Fraternity.

Section 41. The Supreme Chapter, after determination of responsibility in a conduct proceeding, may by a three-fourths vote of members present and voting suspend or expel a brother from the Fraternity, and suspend or revoke the charter of a chapter.

Section 42. The revocation of a bid to associate membership is the dissolution of the fraternal relationship between the individual and the Fraternity. The individual whose bid to associate membership has been revoked loses all rights and privileges and forfeits all claims on the Fraternity. The individual may not again become an associate member of the Fraternity unless he is extended a bid to associate membership in accordance with the chapter bylaws. The revocation of a bid to associate membership by the Executive Director or his designee, or through the Individual & Chapter Conduct Committee, however, will remain in effect until such a time the Executive Director or his designee rescinds their decision in writing.

Section 43. The suspension of a member deprives him temporarily of all rights and privileges in the Fraternity. During his suspension, he may not hold office, attend meetings, nor participate in any Fraternity activities; and his Fraternity pin shall be held in the custody of the Chapter Treasurer. He shall at all times be subject to the

discipline and laws of the Fraternity, and shall not be in good standing until the termination of the suspension.

Section 44. The suspension of a charter of a chapter deprives it temporarily of all of its fraternal functions. It shall not be considered in good standing and shall deliver all of its fraternal and ritualistic paraphernalia and records to the Executive Director until the termination of the suspension. The members of such chapter shall be members in good standing unless included in the conduct proceedings against such chapter.

Section 45. The expulsion of a member is the permanent dissolution of the fraternal relationship between the individual and the Fraternity. An expelled member loses all rights and privileges and forfeits all claims on the Fraternity. The expelled member may not again become a member of the Fraternity in good standing unless he is reinstated by a unanimous vote of every surviving member in good standing present at the conduct proceeding in which he was expelled. If such a reinstatement is made by a chapter, it shall not be effective unless written approval is given to such chapter by the National Council.

Section 46. The revocation of a charter of a chapter is the permanent revocation of all its rights and privileges and all of its property rights shall be transferred to the Fraternity, which shall have the right to enforce ownership of property rights in any court of competent jurisdiction. The members of such chapter shall be considered members in good standing unless included in the conduct proceedings against such chapter.

Subdivision 13. Appeals

Section 47. Any brother found responsible of a conduct violation by the Standards Board of a subordinate chapter may appeal his case in accordance with the chapter bylaws. Once the appellant's right to an appeal, as defined by the chapter bylaws, has been exhausted, he may exercise a further right of appeal to the National Council or its designee as herein described.

Section 48. Appeals must be submitted in writing, and supporting documentation should accompany all appeal requests. Appeals shall be based on one or more of the following grounds:

- a. Procedural error that substantially affected the outcome of the case.
- b. New information that was not available at the time of adjudication that could substantially affect the finding of responsibility.
- c. Finding of responsibility against the weight of the evidence.
- d. Sanctions that are disproportionately severe in light of the violation committed.

Section 49. Except as required to explain the basis of new information, an appeal shall be limited to a review of the decision letter issued in accordance with this Code, the minutes of the conduct proceedings as defined herein, the appellant's written statement, and any written response or memoranda prepared by the chapter

Standards Board, subordinate chapter, National Headquarters, standing Individual & Chapter Conduct Committee, or National Council.

Section 50. Any brother exercising his right of appeal to the National Council or its designee must do so by filing a written notice of appeal with the National Headquarters within thirty (30) days of the conclusion of the chapter appellate process or notice of the outcome of any case adjudicated by the standing Individual & Chapter Conduct Committee, and the appeal shall be adjudicated within sixty (60) days thereafter.

All decisions are upheld throughout the appeal process and are considered active until overturned by the appellate body. Students who are found responsible will not be eligible for refunds or adjustments to any financial accounts.

Section 51. Any appellant shall have the further right of appeal from any adjudication of the National Council and such appeal shall be finally determined at the next Supreme Chapter meeting.

Section 52. The National Council shall prescribe the procedure for all appeals.

Section 53. An appellate board may affirm or reverse in whole or in part the findings of responsibility and sanction assigned, remand the case for new conduct proceedings, or reduce the sanction assigned.

LAW X – FINANCES

Subdivision 1. Authority

Section 1. Only the Supreme Chapter, or during its recess, the National Council, shall be empowered to levy dues and assessments for the maintenance of the National Fraternity.

Section 2. Beginning July 1, 2016, the National Council shall have the authority to adjust undergraduate member and associate member dues, as herein defined, biannually by the amount of one dollar (\$1.00), in the spirit of combatting inflation. Should the National Council change the undergraduate member or associate member dues, they shall be required to review and report the changes at the following Supreme Chapter meeting.

Section 3. The National Headquarters is authorized to contract for and secure liability protection to include and cover all student chapters and associate chapters. The cost of such coverage may be apportioned on a per capital basis (but using not less than the per capita membership required under Minimum Chapter Standards for each individual chapter), and recharged to each individual chapter. Further apportionment may be made to reflect risk differentials and claims experience. This section is not intended to authorize the Fraternity to engage in an insurance business, but only to authorize a group-purchasing program to obtain the most economical rates.

Section 4. The National Council shall adopt an annual budget prior to June 30 of each year, which may be revised at any time to meet standard budgetary control methods.

Subdivision 2. Dues and Fees

Section 5. Except as otherwise provided, each student initiate shall pay immediately to the National Treasurer a fee of one hundred ninety-five dollars (\$195.00). Twenty dollars (\$20.00) from each initiation fee collected from initiates pledged on or after January 1, 1988 and who are subsequently initiated will be allocated to the Stephen DePalma Housing Assistance Infrastructure Loan Fund (ILF) up to the maximum amount of \$25,000 per fiscal year to be administered and overseen by Pi Kappa Phi Properties, Inc.

Section 6. Each student chapter shall pay immediately to the National Treasurer for each new associate member a pre-initiation fee of seventy dollars (\$70.00), which shall be used by the Fraternity as allocated by the National Council.

Section 7. Each student chapter shall be required to provide *The White Diamond* book as part of the associate member education program. Should this item not be purchased within two weeks of the start of the associate member education program, the National Headquarters will automatically bill and ship to the chapter the appropriate number of books.

Each student chapter shall be required to provide a Member Badge to all initiated members upon their initiation into the Fraternity. Should this item not be purchased within one week of being updated in the member's record, the National Headquarters will automatically bill and ship to the chapter the appropriate number of badges.

Section 8. Each undergraduate chapter, chartered and associate, shall pay to the National Treasurer an annual fee of one-hundred forty-eight dollars (\$148.00) per undergraduate member as annual dues. The annual fee shall be collected according to the duly registered undergraduate members on the chapter's rolls during the fall and spring term. The fee will be divided with seventy-four dollars (\$74.00) being paid during the fall and spring terms. The annual dues will be due and payable within thirty (30) days following the billing by the National Headquarters of the Fraternity. No chapter shall be billed student dues for a member in the semester or quarter during which a pre-initiation fee is due from said member.

Section 9. Each associate chapter shall pay to the National Treasurer an annual fee of forty dollars (\$40.00) per associate member as annual dues. The annual fee shall be collected according to the duly registered associate members on the associate chapter's rolls during the fall and spring terms. The fee will be divided with twenty dollars (\$20.00) being paid during the fall and spring terms. The annual dues will be due and payable within thirty (30) days following the billing by the National Headquarters of the Fraternity. No associate chapter shall be billed student dues for an associate member in the semester or quarter during which pre-initiation or chartering fees are due from said associate members.

Section 10. Each student chapter shall pay to the National Treasurer fifty dollars (\$50.00) for each alumnus initiated by the student chapter.

Section 11. Each undergraduate chapter shall pay to the National Treasurer an annual fee of twenty dollars (\$20.00) per undergraduate member as a housing assessment to be placed in the Eric J. Almquist Housing Investment Fund owned, operated, and administered by Pi Kappa Phi Properties. The annual fee shall be collected according to the duly registered undergraduate members on the chapter's rolls during the fall and spring term. The fee will be divided with ten dollars (\$10.00) being paid during the fall and spring terms. The amount will be due and payable within thirty (30) days following the billing by the National Headquarters of the Fraternity. No chapter shall be billed this amount for a member in the semester or quarter during which a pre-initiation fee is due from said member. The funds shall be transferred by the National Treasurer to Pi Kappa Phi Properties semi-annually but not less than sixty (60) days after January 1 and July 1. Pi Kappa Phi Properties shall produce an annual report detailing the disbursement and allocation of all monies from the Eric J. Almquist Housing Investment Fund.

Section 12. The charter fee for all associate chapters shall be the lesser of five-thousand dollars (\$5,000) or ninety-nine dollars (\$99) per initiated member at the time of chartering. In addition to the charter fee, each student member of an organization being chartered shall pay the regular fees of an initiate as prescribed by the Supreme Laws. Each alumnus member of an organization being chartered shall pay such fees as are prescribed by the National Council.

Section 13. The charter fee for an alumni chapter or association shall be fifty dollars (\$50.00).

Section 14. Each alumni chapter shall pay dues to the National Treasurer of one hundred dollars (\$100.00) annually.

Subdivision 3. Other Matters

Section 15. Each member shall receive a life subscription to *The Star & Lamp* magazine, which entitles the member to no less than one issue per calendar year.

Section 16. All references to dollar amounts within these Supreme Laws shall refer to U.S. funds (currency).

Section 17. Once a subordinate chapter's tax-exempt status has been revoked by the IRS, the treasurer, in conjunction with the chapter's finance committee, must immediately move to resolve the issue and be reinstated to good standing with the IRS by working with the Fraternity's preferred financial platform vendor. A chapter can opt out of the preferred platform's services by showing substantial progress toward reinstatement within three (3) months of the tax-exempt revocation event with support of a local certified professional accountant or tax professional.

LAW XI – PUBLICATIONS

Section 1. *The Star & Lamp* shall be the official publication of the Fraternity and shall be issued no less than once per calendar year.

Section 2. A secret directive known as the FOKROMIX shall be issued by the National President, upon resolution of the National Council, to such chapters and members in good standing as the National Council may direct. The Archon or other designated recipients of this directive shall release information and instructions contained therein to the chapter or other authorized members for consideration and action and shall immediately thereafter destroy same.

Section 3. The Fraternity directory, history, songbooks and other publications shall be issued from time to time at the direction of the National Council.

Section 4. All publications of the Fraternity which list chapters by their Greek letter designations shall list them in the order of the date in which they were founded.

LAW XII – RITUALS & INSIGNIA

Subdivision 1. Rituals, Insignia and Recognition of Membership

Section 1. The rituals shall be those now in effect and hereafter prescribed by the Supreme Chapter.

Section 2. The secret work of the Fraternity shall provide for a grip, a whistle and a password.

Section 3. The insignia of mourning shall consist of a black crepe worn as a background for the Fraternity badge.

Section 4. The official associate member pin of the Fraternity may be lent by the chapters to all associate members from the date of their commitment to the date of their initiation.

Section 5. The official recognition button of the Fraternity shall be a five-pointed star superimposed upon a pentagon which carries as a base two swords crossed in a saltier.

Section 6. All versions of the ritual of initiation, past and present, are to be considered esoteric and are to be accorded the maximum protection of the Fraternity.

Section 7. *The Gold Book* of Pi Kappa Phi shall be an esoteric publication of the Fraternity; however, the Constitution, Supreme Laws, subordinate rituals and other material herein to be used in the presence of non-members shall be exempt from this requirement.

Subdivision 2. Honors, Recognition and Awards

Section 8. Exceptionally meritorious service by a member of the Fraternity may be recognized by a suitable certificate of citation. The National Council shall nominate to the Supreme Chapter, at its biennial meeting, such members as in its opinion may be worthy of said honor, and upon a majority vote of the Supreme Chapter, the award shall be made. Not more than one such award per 4,000 living members shall be made by any one Supreme Chapter.

Section 9. The Mr. Pi Kappa Phi Award shall be recognized as the highest and most prestigious honor to be bestowed upon a member of this Fraternity. The selection of recipients, criteria for selection, and frequency of the awarding of this honor shall be left entirely to the discretion of the National Council.

Section 10. The Founders' Award shall be recognized as the highest and most prestigious honor to be bestowed upon a chapter. The criteria and frequency of awarding this honor shall be left entirely to the discretion of the National Council.

Section 11. The Pi Kappa Phi Hall of Fame shall consist of selected alumni members who have distinguished themselves in the fields of Business, Industry, The Arts, Sciences, or Professions; and thereby have brought honor and respect to the

Fraternity. The features of this award and the manner of designation shall be as follows:

- a. The distinction of membership in the Hall of Fame shall be conferred upon those selected either at a Supreme Chapter meeting or at a location as directed by the National President. A suitable award shall be presented by the National President or by his duly appointed representative.
- b. Members elected to the Hall of Fame will have their names permanently inscribed on a plaque, which will remain on permanent display at the National Headquarters of the Fraternity.
- c. On or before April 15 of each school year, the National Council may consider outstanding alumni members eligible to be named in the Pi Kappa Phi Hall of Fame. The number inducted shall be left to the discretion of the National Council.

Section 12. The Durward W. Owen Interfraternity Award for Greek Service shall be presented to a non-brother of Pi Kappa Phi for exceptionally meritorious service in the Greek community. The selection of recipients, criteria for selection, and frequency of the awarding of this honor shall be left entirely to the discretion of the National Council.

Section 13. The Order of the Lamp shall be recognized as an academic honor society within the greater Fraternity. Associate members and brothers shall be eligible for recognition in the Order of the Lamp during each academic year they achieve a grade point average of 3.25 on a 4.0 scale during at least one grading period enrolled as a full time student. Additionally, graduating seniors who obtain a cumulative grade point average of 3.25 or higher shall receive a special certificate recognizing their achievement.

Section 14. The Ad Astra Society shall consist of those members who have demonstrated leadership achievements and impact within the Fraternity, on their campuses, and/or in their local communities. No more than one percent of the Fraternity's undergraduate students may be inducted annually. A suitable form of recognition shall be presented to each member of the Ad Astra Society. The selection of inductees shall be left entirely to the discretion of the Executive Director.

Section 15. The Connie Owen Order of the Rose shall be bestowed upon those spouses of members who have exemplified sustained involvement that advances the mission of Pi Kappa Phi Fraternity. The selection of recipients, criteria for selection, and frequency of the awarding of this honor shall be left entirely to the discretion of the National Council.

Section 16. The Nu Phi Society shall be composed of alumni members of the Fraternity who have been duly qualified for membership. Its purpose shall be to further promote the activities of the Pi Kappa Phi Foundation. Its structure, activities and proceedings shall be known only by its members.

Section 17. The Pi Alpha Society shall consist of those student and alumni members who have participated in one of the national cycling or construction events sponsored by The Ability Experience. The Chief Executive Officer of The Ability Experience shall prepare for the National Council a list of those members belonging to the Pi Alpha Society prior to each Supreme Chapter meeting.

LAW XIII – AFFILIATED ORGANIZATIONS

Section 1. There shall be a Pi Kappa Phi eleemosynary foundation for educational purposes. This foundation shall have a separate corporate structure operating under its own corporate charter, articles of incorporation and bylaws.

Section 2. There shall be a Pi Kappa Phi eleemosynary housing corporation that will assist chapter alumni housing corporations as best determined by its board of directors. This corporation shall have a separate corporate structure operating under its own corporate charter, articles of incorporation, and bylaws.

Section 3. There shall be a Pi Kappa Phi eleemosynary foundation dedicated to philanthropic purposes. This foundation shall have a separate corporate structure operating under its own corporate charter, articles of incorporation, and bylaws.

LAW XIV – AMENDMENTS

Section 1. These laws may be amended or repealed by a two-thirds vote of the Supreme Chapter, except that this section shall not be changed, amended, or repealed in whole or in part unless by unanimous vote of the Supreme Chapter.

Section 2. The National Council may also at any time submit by mail an amendment or repealer in writing, to all subordinate chapters, and the submission shall be deemed adopted when the same is concurred in by two-thirds of said chapters, except that this section shall not be changed, amended, or repealed in whole or in part unless the same is concurred in by all subordinate chapters. The National Council may prescribe the method for taking such vote.

