

## COLONY BY-LAWS

### Pi Kappa Alpha Colony at Columbus State University

(Revision Date: August 12, 2013)

*Note:* There are four categories of laws controlling the actions of student members and colonies.

**I. Constitution of The Pi Kappa Alpha Fraternity**

1. Basic law of the Fraternity.
2. Amended only by two-thirds vote of student Chapters.

**II. Chapter Codes of the Pi Kappa Alpha Fraternity**

Adopted by majority vote of Chapters and International Officers.

**III. Colony By-Laws**

1. Basic law of the colony.
2. Must not conflict with *Constitution & Chapter Codes* of The Pi Kappa Alpha Fraternity.
3. Contains backbone of colony long range operating program and policies.
4. Comparable to *Constitution* of The Pi Kappa Alpha Fraternity.
5. Minimizes “hasty” legislation by requiring two-thirds vote of approval at two (or three) meetings in order to amend.

**IV. Colony Laws**

Routine colony action which requires simple majority.

### INSTRUCTIONS TO COLONIES

Every colony should have a written set of colony by-laws. Since the size, circumstances and requirements of the colonies vary, some latitude is permitted in the exact by-laws, but no colony by-law or colony law may be in conflict with the *Constitution & Chapter Codes* of The Pi Kappa Alpha Fraternity. Experience has indicated the soundness of the accompanying colony by-laws. We have printed and distributed them to the colonies for your information and convenience. Every colony should have a study of its By-Laws each fall by its executive committee or some other special committee which should report to the colony, familiarize the members with the By-Laws and recommend such modification as may be needed from time to time. The By-Laws should be changed as infrequently as possible.

The colony president is responsible for seeing that the complete set of colony By-Laws is placed with the *Constitution & Chapter Codes* of The Pi Kappa Alpha Fraternity and is immediately available for reference during colony meetings. He should likewise furnish the Memorial Headquarters with a copy of the colony By-Laws, and submit to the Memorial Headquarters changes in the colony By-Laws as they are made. Insertions and alterations should be neatly handled. The printing is one side only and loose-leaf to allow for insertions.

**COLONY BY-LAWS**

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## **ARTICLE I: Name and Object and Laws Governing**

**Section 1. Name:** This colony shall be known as the Pi Kappa Alpha Colony at Columbus State University.

**Section 2. Object:** The object of the Fraternity shall be to advance the educational interests of its members, to promote leadership development and to make, maintain and uphold a high standard of life, happiness and integrity for its members by uniting them in closer bonds of friendship and brotherly union.

**Section 3. Laws Governing:** The laws governing the colony shall be the *Constitution & Chapter Codes* of The Pi Kappa Alpha Fraternity, *Ritual* of The Pi Kappa Alpha Fraternity, Colony By-Laws, and Colony Laws. Additionally all National, State, Local, and University laws and regulations will govern the Colony.

## **ARTICLE II: Colony Organization**

**Section 1. Elected Officers:** The elected officers of the Colony shall be the President, Internal Vice President, External Vice President, Treasurer, Secretary, Sergeant-at-Arms and Colony Advisor.

The University organizational representatives and the undergraduate Colony advisor shall be elected as necessary.

**Section 2. Appointed Officers:** The Elected Officers of the Executive Council shall appoint the following officers: Pledge Educator and Recruitment Chairman.

**Section 3. Term of Office:**

The term of office for Elected Officers will be two semesters based on a calendar year.

The term of office for Appointed Officers will be two semesters based on a calendar year.

The term of office for Judicial Board Members will be for one semester.

**Section 4. Committees:** The internal and external vice presidents shall appoint a committee chairman for the titles indicated by capital letters in the list below, by the first regular Colony meeting of the term for which he serves. Also at this time, the vice presidents will provide an informational file describing each committee to the duly appointed member. The appointed chairman then has one week to solicit members or pledges to fill his respective committee.

The Organization of the appointed Committees under their respective vice president will be as follows:

- | External VP           | Internal VP             |
|-----------------------|-------------------------|
| A. Campus Involvement | A. Alumni Relations     |
| B. Community Service  | B. Brotherhood          |
| C. Public Relations   | C. Continuing Education |
| D. Athletics          | D. Fundraising          |
| E. Social             | E. Historian            |
| F. Special Events     | F. Risk Awareness       |
|                       | G. Scholarship          |

Every committee head must turn in their committee file by the second to the last Colony meeting (installation of officers.) This file must be organized to the satisfaction of the vice president and must include a typed summary of all the activities performed by that committee. FINE: \$25.00

### ARTICLE III: Duties of Colony Officers

**Section 1. General:** The duties of the officers shall be those prescribed in the *Constitution & Chapter Codes* of The Pi Kappa Alpha Fraternity and those prescribed in these By-Laws.

**Section 2. Enforcing Rules:** It shall be a duty of the President and all other Colony officers to read, thoroughly understand, and enforce all provisions of the *Constitution & Chapter Codes* of The Pi Kappa Alpha Fraternity, and all provisions of the By-Laws and policies of this Colony.

**Section 3. The President:** The President shall preside over all Colony meetings, appoint other officers specified in the Colony Bylaws, direct other officers to perform their duties, read and sign the minutes of each Colony meeting, read and sign the Supreme Council policies on hazing and *Standards for Retention of Membership, Officer Status and Colony Charter* in Good Standing,

**Section 4. The Internal Vice President:** The Internal Vice President shall perform the duties of the President in his absence, perform other such duties as assigned by the President, preside over regular committee chair meetings and direct committee chairman to perform their duties. The Internal Vice President shall be responsible for committee organization and work as outlined in Article II, Section 4.

The Internal Vice President will have authority over the following committees: Alumni Relations, Brotherhood, Continuing Education, Fundraising, Historian, Risk Awareness and Scholarship.

**Section 4. The External Vice President:** The External Vice President shall perform the duties of the President in the absence of him and the Internal Vice President, perform other such duties as assigned by the President, preside over regular committee chair meetings and direct committee chairman to perform their duties.

The External Vice President will have authority over the following committees: Campus Involvement, Community Service, Public Relations, Athletics, Social, and Special Events.

**Section 5. The Treasurer:** The Treasurer shall collect all dues, fees and other assessments due to the Colony and International Fraternity, prepare and file a complete monthly financial report and make a monthly report to the Colony, work with the President and Finance Committee to prepare a Colony budget on a semesterly basis. The Treasurer shall be responsible for the payment of all bills, federal and state taxes, and also for filing the annual audit. The Treasurer will be liable for personally paying the penalties for failure to report and pay taxes on a timely basis. He shall serve as chairman of the Finance Committee. Further duties will be at the request of the President or Colony; he shall make special reports as to the financial condition of the Colony.

**Section 6. The Secretary:** The Secretary shall maintain a written record (minutes) of the proceedings of the Colony and maintain the membership reporting of the Colony. The secretary will also order secretarial supplies, The Oak for new initiates, badges for new initiates, pledge pins for new pledges, and report active and pledge status changes according to the Constitution and Laws.

**Section 7. The Sergeant-at-Arms:** The Sergeant-at-Arms shall ensure that the Colony room is ready for meetings; ensure that each person who may enter the Colony room is a member in good standing; keep order during Colony meetings; maintain the safekeeping of all Colony regalia and meeting room property; serve as the chairman of the Colony judicial board; and conduct a post-initiation education session within a week after initiation.

**Section 8. The House Manager:** The House Manager shall establish and maintain housing management handbook for the Colony's facility; educate members and pledges of the Colony's housing policies and procedures; assign rooms to members and pledges pursuant with the Colony's housing policy; obtain executed room contracts; conduct room inspections; coordinate a cleaning and maintenance schedule; and work with alumni to establish and maintain a local house corporation.

**Section 9. The Risk Awareness Chairman:** The Risk Awareness Chairman shall develop and revise a comprehensive Colony risk awareness policy and crisis management plan during his term; educate members and pledges regarding

standards, policies and ideals expounded by the *Constitution & Chapter Codes*; and ensure all Colony functions are conducted in accordance with the above standards and policies.

**Section 10. The Social Chairman:** The Social Chairman shall plan all social functions in accordance with International Fraternity's risk awareness policies and procedures and prepare a Colony social calendar for all scheduled events for his term and keep it up-to-date at all times.

**Section 11. The Alumni Relations Chairman:** The Alumni Relations Chairman shall maintain a database or files of alumni and keep the International Fraternity advised of all address changes; and obtain alumni news, photographs and special articles for publication in Colony newsletters and the *Shield & Diamond*.

**Section 12. The Historian:** The Historian shall maintain a historical record of Colony activities during his term.

**Section 13. The Scholarship Chairman:** The Scholarship Chairman shall develop a program for encouraging academic success; enforce all academic standards pursuant to the *Constitution & Chapter Codes* and Colony By-Laws; provide academic support and resources for members; and obtain all proper forms and releases which are required to monitor members' academic standing.

**Section 14. The Campus Involvement Chairman:** The Campus Involvement Chairman shall coordinate events and opportunities to ensure that every Colony member participates in other campus organizations and events and that records of involvement are kept to improve campus involvement in the future.

**Section 15. The Community Service Chairman:** The Community Service Chairman shall coordinate events and opportunities to ensure that every Colony member participates in community service and philanthropy events and that records of community service and philanthropy are kept to improve community service and philanthropy in the future.

**Section 16. The Public Relations Chairman:** The Public Relations Chairman shall develop a program for maintaining positive relationships with all constituents including but not limited to the campus, community, and Colony.

**Section 17. The Brotherhood Chairman:** The Brotherhood Chairman shall coordinate events and opportunities to ensure that every Colony member participates in events in order to build camaraderie and social interaction within the Colony.

**Section 18. The Athletics Chairman:** The Athletics Chairman shall coordinate events and opportunities to ensure that every Colony member participates and competes in some form of athletics and that records of athletics are kept to improve athletic performance in the future.

**Section 19. The Fundraising Chairman:** The Fundraising Chairman shall coordinate events and opportunities to allow Colony members to raise funds to mitigate costs incurred by the Colony.

**Section 20. The Continuing Education Chairman:** The Continuing Education Chairman shall develop a program for educating members of the Colony including but not limited to social awareness, health, Colony finances, risk awareness and crisis management, etc.

**Section 21. The Special Events Chairman:** The Special Events Chairman shall coordinate events to promote the fraternity and allow members to fellowship together in a special way, including but not limited to homecoming, founder's day, etc. Records will be kept of said events and may need to coordinate with other chairs to accomplish a successful event.

**Section 22. The Colony Advisor:** The Colony Advisor shall serve as a resource to the Colony president and mentor to Colony members, maintain regular communication with the Regional President, provide general assistance and guidance for Colony programs and operations, attend weekly Colony meetings on a regular basis, serve as a liaison to the university, alumni association and house corporation, assist in the development of the officer transition retreat, provide suggestions and input at executive council meetings, and monitor the Colony's progress towards becoming an Excellence Colony.

**Section 23. The Advisory Board Chair:** The Advisory Board Chair shall help establish vision, mission, and expectations of the alumni advisory board, serve as a liaison to the alumni advisory board, coordinating proper

communication between the advisory board and Colony executives, facilitate semesterly goal setting and monitor progress of board as it correlates to the Colony strategic plan, organize and lead quarterly meetings of the alumni advisory board, and communicate regularly with members of the advisory board via phone and email.

**Section 24. The Operations Advisor:** The Operations Advisor shall serve as a resource to the internal and external vice presidents, assist the vice presidents with management and goal setting for their respective committees, attend a committee meeting on a monthly basis, present to the Colony on management skills and best practices, and assist in the development of the semesterly Colony goal setting retreat.

**Section 25. The Financial Advisor:** The Financial Advisor shall assist the treasurer in developing the Colony budget and financial reports; meet with the financial committee on a monthly basis, work consistently with the treasurer to improve the Colony's culture of financial accountability, encourage the Colony to satisfy all requirements of the university, alumni, and International Fraternity financial assessments, reports, fees and deadlines, present to the Colony on financial best practices, identify a local accountant to assist in the annual audit and filing of taxes, assist with the establishment and maintenance of the Colony's endowment fund through the Foundation and participation in the phi phi k a club.

**Section 26. The Recruitment Advisor:** The Recruitment Advisor shall assist the recruitment chairmen in developing the Colony's written recruitment program, help develop a philosophy and strategy for year-round recruitment, meet with the recruitment team on a monthly basis, assist in the development of the semesterly Colony recruitment retreat, provide comments and insights during the Colony recruitment retreat, and provide alumni input and recruit alumni support for Colony recruitment activities.

**Section 27. The Education Advisor:** The Education Advisor shall assist the pledge educator in developing the annual review of the pledge education process, aid in the development of the 8-week, written pledge education program, assist the pledge educator to find local/campus speakers for pledge education program, assist the continuing educator in developing a written member education program, assist the continuing educator in developing a local speakers program, and have a working knowledge of the Ritual; help facilitate Ritual execution and education.

**Section 23. The Risk Awareness Advisor:** The Risk Awareness Advisor shall help develop a crisis management plan, educate the membership on its implementation and update annually, assist in the presentation of the Colony's risk awareness policies and procedures, assist the Colony in facilitating an understanding of and signing of the Fraternity's Standards, assist in resourcing speakers to present on risk awareness issues, serve as a liaison to the house corporation, and maintain a working relationship with police, fire inspectors, and health inspectors.

#### **ARTICLE IV: Executive Council**

**Section 1. Membership:** The President shall serve as chairman of the Executive Council. This Council is composed of the President, the Internal Vice President, the External Vice President, the Treasurer, the Secretary, the Pledge Educator, the Recruitment Chairman, the Risk Awareness Chairman, and the Sergeant-at-Arms. The Executive Council will be advised by the Colony Advisor, the Alumni Advisory Board Chair, the Operations Advisor, the Financial Advisor, the Recruitment Advisor, the Education Advisor, and the Risk Awareness Advisor.

**Section 2. Jurisdiction:** This Council shall meet at least one time between each Colony meeting to discuss and recommend to the Colony various matters which are submitted to it by Colony members for discussion.

## **ARTICLE V: Judicial Board**

**Section 1. Object:** The object of the Judicial Board shall be to provide a forum for resolving any disputes or potential violations of the rules governing the Pi Kappa Alpha Colony at Columbus State University and its members.

**Section 2. Composition:** The Judicial Board shall be composed of six members of this Colony, five regular members and the Sergeant-at-Arms. All members of the Judicial Board shall fulfill the following requirements:

- Be in good standing financially.
- Meet the minimum academic Colony and Fraternity Standards.
- No outstanding judicial sanctions against him.
- Not be members of the Executive Council.
- Have undergraduate status.

**Section 3. Elections:** Within two Colony meetings of the initiation of new members, pledge classes shall elect one representative to become regular members of the Judicial Board.

During the fall semester, Judicial Board should be composed of the following:

- Representative from both the fall and spring second and third year pledge classes and one representative from the fall or spring fourth year pledge class.

During the spring semester, Judicial Board should be composed of the following:

- Representative from the fall first year pledge class and a representative from the fall and spring second and third year pledge class.

A member may stay on Judicial Board for as long as his pledge class continues to elect him. Each pledge class must elect its representative within two weeks after a pledge class has been initiated.

**Section 4. Meeting:** Judicial Board shall meet immediately following regularly scheduled Colony meetings if there is something that needs brought to the Judicial Board's attention.

The Sergeant-at-Arms chairs all Judicial Board proceedings. He shall not vote in judicial proceedings unless there is a tie, though he may offer opinion during the discussion.

**Section 5. Powers:** Judicial Board shall have the following powers:

- To choose to investigate any charges or complaints brought to any Judicial Board member by anyone within this Colony, including both undergraduate and alumni members. Members may also file complaints.
- An active member of the Colony who was present at the scene must bring any charge or complaint forward and time the fine occurred. The Judicial Board may inquire into a situation if the IFC or another organization on campus has brought it to the attention of the Colony. Furthermore, the Judicial Board may inquire cases dealing with destruction of house or personal property.
- Any charge or complaint brought forward to any Judicial Board member must reveal the name of the person who brought the charge or complaint forward and the date and approximate time the incident occurred.
- To require any member or pledge of this Colony to appear before Judicial Board with at least 24 hours written or verbal notice to be provided by a member of the Judicial Board appointed by the chairman.
- To uphold and enforce the Pi Kappa Alpha International Constitution & Laws, the By-Laws, and the Colony laws.
- To impose fines as outlined in the Colony *Bylaws*.
- To impose service hours, probation (Social or otherwise), or any other sanction in addition to any outlined fine which Judicial Board considers an appropriate response for any actions by members or pledges.
- To provide support and/or sanctions to members who are on academic or university probation.
- To settle disputes between individual Colony members upon the consent of both parties to abide by the decision of Judicial Board.
- To review and recommend revisions of the Colony *Bylaws* at any time to the Executive Council.
- To investigate all charges or complaints brought to the Judicial Board by the Executive Council.

**Section 6. Powers Not Held:** The following Judicial Board actions are not allowed:

- To expel a member. Only to suggest expulsion to which shall then act accordingly to article II, Section 15 of the Pi Kappa Alpha International Fraternity *Constitution & Chapter Codes* and the Colony *Bylaws* if needed.
- To interfere with or protect any member, pledge, or alumnus member from a legal investigation.
- To make decisions contrary the laws governing the Colony.

**Section 7. Responsibilities:** Judicial Board members will be responsible for keeping the By-Laws, as well as the Colony Laws, complete and up-to-date in writing, editing, indexing, and filing. This responsibility also includes maintaining a revision history (audit trail) of the aforementioned items.

**Section 8. Voting:** A quorum will be met when three or more of the five total members are present. The Judicial Board may not take action or vote without a quorum. There will be a maximum of five total votes cast. Members must be present for vote to count. All residing members shall have one equal vote. All actions and votes of Judicial Board shall by majority of the quorum.

**Section 9. Appeals:** To appeal the decisions of the Judicial Board, the accused member must move to appeal at a Colony Meeting during the “Questions of Colony Policy”. The vote will be by secret ballot, and must pass by a two-thirds vote of the Colony’s quorum.

Any member sanctioned by the Judicial Board, but not attending his hearing, without receiving prior approval by a member of the Judicial Board, cannot appeal to the active Colony.

**Section 10. Special Cases:** Any member of the Judicial Board who is brought before the Judicial Board shall not have a vote because of a potential conflict of interest. Any Judicial Board member who submits a charge or complaint shall not be allowed to vote as a regular member at the hearing of said complaint.

**Section 11. Impeachment Procedures:** Impeachment of a Judicial Board member for just cause may take place by a majority vote of the Executive Council.

**Section 12. Executive Council Authority:** In times of Colony crisis situations, the Executive Council shall oversee any and all investigations.

The Executive Council reserves the right to assert its authority and oversee any investigation started by the Judicial Board.

## **ARTICLE VI: Election of Officers**

**Section 1. When Elected:** All elected Colony officers shall be elected by a majority vote at a regulation meeting to be held at least two Colony meetings before the end of each semester. Opening nominations will be held one week prior to elections. The number of nominations for each position and the number of nominations for each member will not be restricted. Final nominations will be received at the meeting in which the elections are to be held. A member may be elected to only one office per semester unless the number of Colony members allows no other alternative.

**Section 2. Filling Vacant Offices:** In the event of a resignation or inability of elected officers to serve, the President shall call for an election to fill that vacancy, to be held at the earliest suitable time after the vacancy occurs.

**Section 3. Qualifications for Holding Office:** A candidate must be and remain in good financial standing with the Colony. The Treasurer shall have served as an assistant treasurer on the finance committee.

**Section 4. Officers Living in House:** The president and treasurer shall in all cases be required to live in the house during their terms of office.

## **ARTICLE VII: Installation of Officers**

**Section 1. When Installed:** Officer installation shall be held as soon as possible after elections.

## **ARTICLE VIII: Removal of Colony Officers from Office**

**Section 1. Procedure.** Any Colony officer may be removed from office by the following procedure:

A petition signed by six active members or ten percent of the Colony must be filed with the Executive Council. The petition must state the reasons for removal and the Committee must make a full report to the Colony as to its findings; provided, however, that the petitioning members' names shall not be disclosed to anyone not a member of the Executive Council.

An affirmative vote for removal by two-thirds of the members present at a duly constituted meeting shall effect the removal from office, and the office shall be declared vacant, and a new election shall be held.

## ARTICLE IX: Meetings

**Section 1. When Held:** Regular meetings of the Columbus State Colony shall be held in Schuster 222, on Sunday night of each week except weeks of final examination, at Seven o'clock p.m. No formal meetings will be held during the summer term.

**Section 2. Notice Required:** When the date or time of a regular meeting is changed, or a special meeting is called, the president shall post a notice of the change at least three days prior to the time for which the meeting is called.

**Section 3. Notice Required for Initiation:** The Colony upon regular motion shall set the date and time for each meeting at which any person is to be initiated. The secretary shall post a notice of the time and date selected seven days prior to the date selected.

**Section 4. Special Meetings:** Special meetings may be called by the Colony upon adoption of a motion in any regular meeting; or may be called by the president whenever, in his discretion, such meetings are necessary.

**Section 5. Form of Meetings:** Meetings will be opened with the Pi Kappa Alpha *Preamble* and closed with the *Ode to a Pledge*.

**Section 6. Order of Business.** The following order of business shall be used in every meeting, but it may be suspended in part, or entirely, during any one meeting, by a majority vote of those present upon proper motion:

1. Meeting called to order by President (Pi Kappa Alpha Preamble, *Garnet and Gold*).
2. Roll call
3. Reading of minutes of the previous meeting.
4. Initiation of new members.
5. Election of officers.
6. Installation of officers.
7. Proposals for pledging.
8. Election of new members.
9. Reports of committees.
10. Reports of officers.
11. Irregular and unfinished business.
12. New business (motions).
13. Questions of Colony Policy.
14. Appointment of committees.
15. Reading of the Calendar, checking items.
16. Adjournment (*Ode to a Pledge, Garnet and Gold*).

**Section 7. Attendance.** If a member of the Colony will be absent from an Official Colony Meeting, he must notify the Secretary prior to the start time of the meeting with a valid excuse. Valid excuses include, but are not limited to, homework, other meetings of student organizations, athletics, and family emergencies. As long as said member is representing the Colony in a beneficial way, said member's excuse shall be valid if it is given to the Secretary prior to the start time of the meeting. If said member has three unexcused absences, he shall be referred to the Judicial Board.

**Section 8. Late to Meetings:** Any member not present in any Colony meeting at the time the roll is called shall be deemed late and shall pay a fine of \$5.00.

**Section 9. Absent from Meetings:** Any member absent from any Colony meeting shall pay a fine of \$25.00. Excused absences can be secured only by notifying the secretary in advance.

**Section 10. Absent from Initiation.** Any active member absent from an initiation meeting shall pay a fine of \$35.00.

**Section 11. Parliamentary Procedure in Effect.** *Robert's Rules of Order, Revised*, shall govern the parliamentary proceedings of all meetings; except that the same shall in no manner change the order of business prescribed in these By-Laws; and shall in no manner change the effect of the *Constitution & Chapter Codes* of The Pi Kappa Alpha Fraternity in regard to meetings.

## ARTICLE X: Finances

**Section 1. Finance Committee:** The Finance Committee shall be responsible for the financial welfare and security of the Colony. It shall meet not less than once every month during the school year. If any officer entrusted with the spending of funds sees that his expenses are going to exceed the money allotted, he shall at once place the matter before the Committee. The Committee shall endeavor to budget funds so that the Colony will show a profit each month.

**Section 2. Depository of Funds:** The Treasurer shall deposit all moneys of the Colony from all sources in a local bank, and such funds shall only be withdrawn by checks signed by the Treasurer and countersigned by the President.

**Section 3. Financial Records:** The Treasurer shall keep a set of books, computer programs, and such other records as are necessary to give a complete written record of all financial transactions. These records shall be audited at the close of his term of office.

**Section 4. Fiscal Year Defined:** The fiscal year is defined to be the twelve month period from July 1st of each year through June 30th of the next year.

**Section 5. Bills, When and Where Payable:** All dues, board, social fees, fines, assessments, or other moneys due to the Columbus State University Colony, are due and payable to the Columbus State University Colony by the first Colony meeting of the semester.

**Section 6. Dues.** Colony dues shall be paid to the Treasurer as indicated by the finance committee.

#### **Section 7: Financial Due Dates and Deadlines**

##### **A. Monthly Due Dates Throughout Semester:**

- a. The semester's total dues will be broken into three payments (stated below) throughout the semester, and will be expected to be paid by the agreed upon dates listed below.
  - i. Fall semester:
    1. September 1<sup>st</sup> - \$107
    2. October 1<sup>st</sup>- \$160.50
    3. November 1<sup>st</sup> - \$160.50
  - ii. Spring Semester:
    1. February 1<sup>st</sup> - \$107
    2. March 1<sup>st</sup> - \$160.50
    3. April 1<sup>st</sup> - \$160.50
- b. Failure to comply with the above mentioned payment dates will result in disciplinary action, which can be found in the 'Financial Policy' tab of article 1 section 3 of this document.

##### **B. Semester Due Dates by Term**

- a. Fall semester: 100% of the member's dues for the fall semester must be received no later than the first day of the month of November. (11/1)
- b. Spring semester: 100% of the member's dues for the spring semester must be received no later than the first day of the month of April. (4/1)
- c. Failure to comply with these terms will result in the member's account to be classified as delinquent, and disciplinary action will be applied as the colony sees fit, unless the member has previously signed an approved payment plan or has extenuating circumstances.

#### **Section 8: Payment Plans:**

- A. **Definition:** If the member is not able to follow the financial policy stated in this document, they may request a payment plan from the treasurer of the colony. The terms of the payment plan will be decided upon between the member, the treasurer, and the colony president based on the member's income and ability to make regular payments. The payment plan will be unique to that member and any agreements that are made must be signed by all three parties previously listed, and properly documented by the treasurer. A copy of this agreement will be given to all three parties whose names appear on the document.
- B. **Legal Disclaimer:** Any payment plan that is agreed upon and meets the above requirements is a legal document, and the contents of this document become legally binding to the parties involved.
- C. **Defaulting on a Payment Plan:** In an event where the agreed upon terms in the payment plan are not met, the payment plan will be considered to be defaulted upon, and appropriate disciplinary actions will be taken as the colony sees fit, or as the payment plan clearly states.

**Section 9. New Member Fee.** Each new member shall pay a new member fee of \$35.00 due within five (5) days of accepting a bid.

**Section 10. Initiation Fee.** Each new member of this colony shall pay an initiation fee of \$290. This fee must be paid a minimum of five (5) days prior to his initiation.

**Section 11: Delinquent Accounts.**

- A. **Definition:** Any member (initiate, pledge, or alumnus) who has an outstanding balance and has not signed a payment plan contract with the colony as of the designated payment deadline of each semester (or quarter), or any member who defaults on his payment plan.
- B. **Consequences to Delinquent Accounts:**
  - a. A temporary suspension will be placed on the member. (Terms listed below.)
  - b. The member will be charged for any costs incurred by the chapter in dealing with the delinquent account.
- C. **Financial Policy:** Entire semester dues will be broken into equal monthly payments throughout the semester (or quarter). If the member does not pay and a payment plan contract (listed above) has not been signed, a 10% fine will be assessed to the balance owed for that month. Failure to pay the monthly fee will result in a social probation which will be upheld until the member's current debt is resolved.
  - a. Terms of Social Probation.
    - i. Member will not be allowed to attend any social functions or activities with which the fraternity is associated.
    - ii. Member will not be allowed to vote on any matter that comes before the colony.
- D. **Steps to be Taken Against Delinquent Accounts:** If the member has not signed a payment plan contract with the colony, or if they do not pay 100% of their dues by the posted due date of each semester (or quarter), a Statement of Delinquent Account will be filed for the member, and they will be issued a certified letter notifying him of his debt and demanding payment within 30 days.
  - a. Consequences
    - i. Failure to respond by sending full payment of the members past debt within 30 days of receiving the certified letter, will result in a temporary suspension of the member and they will be reported to the Collections Agency.
    - ii. Terms of temporary suspension:
      - 1. Member will not be allowed to associate or affiliate with the fraternity in any way.
      - 2. Member will not be allowed to attend any social functions or gatherings held by the fraternity, including weekly chapter meetings.
      - 3. The member may not return to the fraternity until their current debt is resolved, in which case the temporary suspension will be lifted along with all other consequences associated with the delinquent account.

**Section 12. Assessments:** An assessment may be passed at any Colony meeting by an affirmative vote of two-thirds of the members present. An assessment shall be paid by each member.

**Section 13. Budget:** The Colony must approve a budget for each semester. The proposed budget shall be tabled for one Colony meeting before it is voted on.

**Section 14. Reimbursement:** In order to be reimbursed for an incurred expense, a member must fill out a check requisition form. The application can be found online under the officer resources page of [www.pikes.org](http://www.pikes.org), and must be filled out in entirety to be accepted. Once the application is received, the treasurer will do one of the following:

- I. If the member has a balance at the time of purchase, then the amount will be credited to the member's account, causing a decrease in the balance.
- II. If the member does not have a balance at the time of purchase, then the amount will be credited to the member's account, creating a negative balance to said member's account. Should this occur, the treasurer will be responsible for reimbursement by check to said member.



**ARTICLE XI: House:  
DOES NOT APPLY  
AT CURRENT TIME**

**Section 1. Quiet Hours:** Quiet hours shall be in force throughout the house between the hours of \_\_\_\_\_ and \_\_\_\_\_.

**Section 2. Room Selection in House:** All persons moving into the house must be in good financial standing and shall initially live in the rooms not assigned. Once a person attains a preference of room, he shall keep it as long as he remains a resident of the house and a student at Presbyterian University. His priority will not be affected by failure to attend summer school.

The House Manager shall keep a list of those requesting to move into the house, noting the exact date and time the request is expressed to him.

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**ARTICLE XII: Dining Room**  
**DOES NOT APPLY AT**  
**CURRENT TIME**

**Section 1. Eating in Dining Room.** All persons living in the Colony house shall eat all of their meals in the house, regardless of their individual status; all members of the Colony who are in good financial standing shall eat all of their meals in the dining room; all pledges shall eat all of their meals in the dining room. The only exceptions to the foregoing rules shall be as follows:

1. Persons working for their meals elsewhere.
2. Persons having class conflicts may be excused for those meals only.
3. Members and pledges who are local residents.

**Section 2. Flat Rate.** The charge for meals shall be as follows:

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## ARTICLE XIII: New Members

**Section 1. Joining:** The decision on who is to receive a bid to join the colony shall be at the discretion of the Recruitment Chairman or his designee.

**Section 2. Procedure for Terminating Membership:** The procedure will be as stated in the *Constitution & Chapter Codes* of The Pi Kappa Alpha Fraternity.

**Section 3. Requirements for Initiation:** All pledges must have a two-thirds approval of the members present in a meeting called for the purpose of granting him membership.

In addition, all pledges must have the following qualifications:

1. Have the scholastic average required by the *Constitution & Chapter Codes* of The Pi Kappa Alpha Fraternity and those required by our institution.
2. Have completed a course in new member education.
3. Have paid his initiation fee in full, as well as any other bills that he might owe the Colony; part-payment shall not be deemed as compliance with this section.
4. Have complied with the International Fraternity requirements for initiation.

**Section 4. New Member Delinquent Accounts:** A new member must have all his delinquent accounts to the Colony paid prior to his initiation, or else he will not be initiated.

## **ARTICLE XIV: Powers Not Held by Summer Colony**

**Section 1. Powers Enumerated:** The Summer Colony shall not:

1. Approve any man for initiation.
2. Change the date on which any or all members are required to return to school in the Fall.
3. Amend the By-Laws of this Colony.
4. Change the Colony policies.

## **ARTICLE XV: Fraternity Coat-of-Arms**

**Section 1. Use Of:** The general use of the Pi Kappa Alpha Fraternity Coat-of-Arms shall be governed with the utmost respect. It shall not be placed anywhere that might be considered in poor taste or used to deface public property.

## ARTICLE XVI: Conduct

**Section 1. Communications:** No form of communication will be used to advertise any event involving members of the Colony, which violate the Pi Kappa Alpha Standards of Retention. FINE: \$25.00

**Section 2. Conduct:** All men should conduct themselves as gentleman at all times. FINE: \$25.00

**Section 3. Disturbance - Another Fraternity:** Any pledge or active shall not cause a disturbance at another fraternity event as reported by the president of the offended fraternity. FINE: \$15.00

An offending active shall write a letter of apology, approved by the Judicial Board, President, and to the offended fraternity and make a formal apology to the Colony.

An offending pledge will be brought before the Judicial Board for an explanation, write a letter of apology, approved by the Judicial Board and the President, to the offended fraternity, and write a letter of apology to the Colony to be read by the president at the next convenient Colony meeting.

**Section 4. Extreme Acts:** Any malicious or extreme act that goes beyond other *Bylaws* shall be brought before the Judicial Board.

**Section 5. Fighting:** Any member involved in a fight that is not beyond their control shall be placed on social probation for a period of two weeks.

**Section 6. Social Probation:** A member on social probation can temporarily lose the right to attend Colony social functions, attend social functions held by other organizations as a representative of our Colony, participate in intramural events, and consume alcohol on Colony grounds. It is the discretion of the Judicial Board which of the previous sanctions will be addressed with each case. Violations could result in an ungentlemanly conduct (UGC). Social probation will require a 2/3 vote of the active Colony.

**Section 7. Ungentlemanly Conduct:** Anyone who receives a UGC or similar Extreme Acts fine will be required to write an acceptable apology to those offended, sign it, have the President and the members of Judicial Board approve it, and then when practical deliver it personally, otherwise mail it the offended party. None of this will bear the symbols or name of Pi Kappa Alpha. If the fined man fails to comply within one week of his notification, his fine shall be doubled each week of failure to comply.

**Section 8. Member Conduct on Colony Premises and at Colony Sponsored Events:** Any member not in good conduct on colony premises and at colony sponsored events shall be referred to the judicial board and abide by the rulings of the board.

**Section 9. Drugs:** Any member using, storing, selling, or possessing a controlled substance (excluding alcoholic beverages) on Colony house property or making a public display of using, possession, or sale of any controlled substance (excluding alcoholic beverages) shall be subject to the following penalties:

1st Offense: the offender shall be considered for expulsion proceedings as defined in the constitution. The offender will tender a letter to the Judicial Board, Colony advisor, and President prior to the expulsion proceeding stating that if not expelled for the first offense, any subsequent offense will result in his immediate expulsion from the fraternity. Furthermore, if not expelled, the member will be subject to the following penalties: \$500.00 monetary fine due two months after incident, the member will not be able to hold office the following semester (or two quarters), or be eligible for any Colony awards/scholarships the upcoming year. In addition, all previous accounts receivable will be due by the next scheduled payment. Any failure to comply will result in the immediate expulsion of said member.

2nd Offense: The offending brother shall be expelled from the fraternity. A public display of the use of a controlled substance (excluding alcoholic beverages) shall be defined as any activity, which could be expected to associate Pi Kappa Alpha with the person using, selling, or possessing the substance. In all such questions the President shall determine whether or not an offense has been committed.

**Section 10. Alcohol:** There will be positively no kegs allowed on Colony property.

Any other matters concerning the use of alcohol must be in compliance with all applicable laws of the state, county, city, and university. Any violation of these rules can result in the expulsion of that member after due process.

**Section 11. Stealing:** Any member caught stealing will be brought before the Judicial Board. The Judicial Board will

decide a form of punishment.

**Section 12. Organizations:** All members except first semester new members are required to show membership or active participation in at least one recognized campus organization. Members will not be initiated until this requirement is complied with. Members will be fined \$25.00 a semester per organization under the requirements. A check-up will be made during the last month of each semester.

**Section 13. Fining:** When a member catches a man committing an offense he shall inform the man at the earliest convenient time that he has been fined, avoiding any unnecessary embarrassment before people outside of the immediate Colony, with the latest acceptable notification being before the next regularly scheduled Colony meeting. Only the person that was fined shall protest fines. A simple majority of the Judicial Board is required to revoke a fine.

## **ARTICLE XVII: Special Annual Events**

**Section 1. Founders Day.** Shall be organized by Special Events Chairman and his committee and designated members.

**Section 2. Homecoming.** Shall be organized by Special Events Chairman and his committee and designated members

**Section 3. Rush Functions.** A \$25.00 maximum fine will be imposed for not actively participating in a scheduled rush function without a valid excuse from the president or recruitment chairman.

**Section 4. Rush Week:** All student members will return to campus in the fall semester on the date set by the president. Any student member not staying for the entire rush week will be subject to a fine by the president of \$5.00 per day.

**Section 5. Pike University:**

Leadership Summits: All new members will be required to attend one (1) Pike University Leadership Summit held within the first two (2) years (i.e. pledge or new initiate semester) of their membership. Those members who fail to attend a Pike University Leadership Summit within the given time frame shall be assessed a fine of \$100.00.

## **ARTICLE XVIII: By-Laws**

**Section 1. Amendment.** The adoption, amendment, suspension, or the alteration in any manner of these By-Laws shall only be accomplished by the following procedure:

The proposed by-law, or amendment, or suspension, or alteration, shall be read to the Colony at each of two (2) successive meetings and must be passed at the second reading by an affirmative vote of two-thirds of the total Colony membership.

When the proposed change is presented to the Colony for the second reading, it shall not be subject to amendment or change from the floor, but must be adopted or rejected as read.