



THE BYLAWS OF THE
WOODBIDGE (VA) ALUMNI CHAPTER
KAPPA ALPHA PSI FRATERNITY, INCORPORATED

(Revised and Approved October 26, 2024)

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BYLAW I – NOMENCLATURE

Section 1. This organization shall be an unincorporated association known as the Woodbridge (VA) Alumni Chapter of Kappa Alpha Psi Fraternity Inc. (hereinafter “the Chapter”).

Section 2. The Chapter shall be organized in accordance with the provisions set forth in the Constitution and Statutes of Kappa Alpha Psi and shall have such authority as delineated therein or as established by the Grand Chapter of Kappa Alpha Psi, the Executive Committee, or the Grand Board of Directors (hereinafter “the Grand Board”).

BYLAW II – OBJECTIVES

Section 1. The Objectives of the Chapter shall be as set forth in the Constitution (hereinafter “the Constitution”); specifically, to –

- (i) Unite college men of culture, patriotism, and honor in a bond of fraternity;
- (ii) Encourage honorable achievement in every field of human endeavor;
- (iii) Promote the spiritual, social, intellectual, and moral welfare of members;
- (iv) Assist the aims and purposes of colleges and universities; and
- (v) Inspire service in the public interest.

Section 2. The Chapter may, by a majority vote of the members in a formal meeting, establish additional objectives, provided they are not in conflict with any provision of the Constitution, the Statutes (“the Statutes”), or the Ritual (“the Ritual”) of Kappa Alpha Psi Fraternity, Inc., or any policy actions of the Grand Board.

BYLAW III – ORGANIZATION AND GOVERNMENT

Section 1. The principal units of organization of the Chapter shall be:

- (i) The Elected Officers
- (ii) The Board of Directors
- (iii) The Polemarch appointed officers
- (iv) The various appointed committee chairmen
- (v) The Chapter Members

Section 2. The elected Officers of the Chapter shall be:

- (i) Polemarch
- (ii) Vice Polemarch
- (iii) Keeper of Records
- (iv) Keeper of Exchequer
- (v) Assistant Keeper of Records
- (vi) Assistant Keeper of Exchequer
- (vii) Strategus
- (viii) Lieutenant Strategus
- (ix) Historian
- (x) Three (3) Directors who hold no other elective Chapter office

The Polemarch may appoint Chapter members to serve as Chaplain, Parliamentarian, and General Counsel. Additional elected Chapter officers will require an amendment to the Bylaws. All officers will hold their respective offices for a period of one (1) year or until their successors are elected or appointed.

Section 3. The governing laws of the Chapter and their order of precedence shall be:

- (i) The Constitution
- (ii) The Statutes
- (iii) The Ritual of Kappa Alpha Psi Fraternity
- (iv) The Grand Board of Directors Policy Statements
- (v) The Bylaws of the Eastern Province
- (vi) The Province Polemarch's Directives
- (vii) The Code of Conduct and Rules of Disciplinary Procedure
- (viii) The Bylaws

Robert's Rules of Order (Revised) shall be the parliamentary authority and compendium for organizing and conducting business at all Chapter meetings.

Section 4. There shall be two (2) voting delegates registered each for the Eastern Province Council Meeting and the Grand Chapter Meeting. The delegates shall be chosen by majority vote of the members present no later than the regular chapter meeting in February, prior to the convening of the Eastern Province Council Meeting. Each delegate shall carry one and one half (1½) votes. Should circumstances make it necessary, the Chapter may exercise its discretion to choose one (1) delegate (for each meeting) as opposed to two (2) delegates. In the case of a single delegate, that delegate shall carry all three (3) votes.

BYLAW IV – MEMBERSHIP

Section 1. Any male who has been legally initiated into the Fraternity, who has paid all Grand Chapter dues, fines, and assessments, Eastern Province dues, fines, and assessments, and is not serving disciplinary action (such as expulsion or suspension), is eligible for membership in the Chapter.

Section 2. Any male of good moral character, who has been approved for membership by the Province Polemarch, and meets the qualifications for initiation into the Fraternity, is eligible to become a member of the Fraternity through the Chapter. The Membership Training Academy (MTA) Committee is responsible for determining a person’s qualifications for membership.

Section 3. An eligible member of the Fraternity wishing to affiliate with the Chapter must satisfy all of the following in order to be considered in “good standing” with the Chapter:

- (i) Paid all dues, assessments, and reinstatement fees approved by the Fraternity;
- (ii) Paid any fines and assessments arising from a disciplinary action imposed by the Fraternity;
- (iii) Paid all Grand Chapter, Province, and Chapter dues.
- (iv) Not serving disciplinary action such as expulsion, suspension, or probation.

Section 4. A member in “good standing” with the Chapter has the following privileges:

- (i) May vote on all matters presented at a Chapter meeting, when present in person;
- (ii) Be nominated for, or hold, any elective or appointed Chapter office;
- (iii) Serve as a delegate or alternate to any Province Council or Grand Chapter meeting;
- (iv) Be nominated for, or hold, any elective or appointed Province or Grand Chapter office;
- (v) Be nominated for, or receive, any Chapter, Province, or Grand Chapter award;
- (vi) Serve on any Chapter, Province, or Grand Chapter committee;
- (vii) Receive any other Chapter, Province, or Grand Chapter rights and privileges.

BYLAW V – MEETINGS

Section 1. The Chapter shall hold at least one regular meeting each month on the fourth (4th) Saturday of the month, except during the months of July or August. When circumstances dictate, and with the approval of the Board of Directors (hereinafter “the Board”), the Polemarch may schedule a regular Chapter meeting on other than the fourth (4th) Saturday of the month. Members shall be notified of a change in the meeting schedule at least five (5) days prior to the scheduled meeting date and at least five (5) days prior to a changed meeting date.

Section 2. Each member on the official Chapter roster shall be notified at least five (5) days prior to the monthly meeting of the time and location of the meeting.

Section 3. The Polemarch may call special meetings of the Chapter, as he may deem necessary, for the welfare of the Chapter. Notice of the purpose, time, and place of any special meeting shall be given to each member on the official Chapter roster at least five (5) days prior to a special meeting.

Section 4. The Polemarch may call an emergency meeting of the Board, as he deems necessary, for the welfare of the Chapter, when a meeting of the entire Chapter, as described in Bylaw V, Sections 1 thru 3, above, is not feasible or practical. In the case of an emergency meeting, actions taken by the Board in lieu of the Chapter must be presented to the Chapter, with reasons for such action(s), at the next regularly scheduled Chapter meeting.

Section 5. A quorum must be present for a meeting to qualify as a Chapter meeting or Board meeting.

(i) For a Chapter meeting, a quorum consists of ten (10) members on the Chapter roster present and in good standing. All Chapter meetings will be opened and closed in accordance with The Ritual.

(ii) For a Board meeting, a quorum consists of four (4) of the members of the Board, provided one of those present is the Polemarch or the Vice Polemarch.

(iii) If a quorum is lost at any officially convened meeting, the meeting may continue, but no official business (e.g., voting) may be conducted thereafter.

BYLAW VI – BOARD OF DIRECTORS

Section 1. The Board shall have the power to supervise and act upon all Chapter related matters.

Section 2. The Board shall consist of at least seven (7) members, but no more than nine (9) members:

- (i) The Polemarch, who shall be the Chairman
- (ii) The Vice Polemarch, who shall be the Vice Chairman
- (iii) The Keeper of Records, who shall be the Secretary
- (iv) The Keeper of Exchequer
- (v) Three (3) duly elected Board members who hold no other elective office within the Chapter.

Section 3. The Board shall meet at a time and place determined by the Polemarch. The Polemarch may call special meetings of the Board whenever he deems it appropriate.

Section 4. The principal responsibilities of the Board shall be to:

- (i) Authorize all contracts entered into by the Chapter;
- (ii) Make certain the Chapter is represented in all legal matters;
- (iii) Develop policies for the efficient management of the Chapter; and
- (iv) Develop a long-range plan for the Chapter.

Section 5. The Board shall be accountable to the Chapter membership for its actions and shall report all Board actions at each regular Chapter meeting.

Section 6. The Board shall have the power, by a majority of its entire membership, to fill by appointment, any vacancy resulting from the death, resignation, or the removal of a Chapter Officer or Board member, or resulting from insufficient candidate nominations (*see Bylaw IX, Section 6*). The member appointed to fill such a vacancy shall serve until he, or his successor, is elected or qualified at the next Chapter election in May.

BYLAW VII – CHAPTER OFFICERS

Section 1. The Polemarch.

(i) The Polemarch shall be the Chief Executive Officer of the Chapter. He shall be accountable to the Chapter members and the Board. He shall preside over all Chapter meetings and have general supervision of its affairs. He shall serve as Chairman of the Board, call all regular and special meetings of the Board, and call such other meetings of the Chapter that he deems appropriate. He shall appoint and remove all committee chairmen, establish ad hoc committees, and appoint their chairmen, represent (or cause to be represented) the Chapter at any public affairs, and appoint such other officials he believes are necessary for the efficient implementation of any Chapter programs. He shall perform such other duties requested of him by the Board or the Chapter.

(ii) The Polemarch shall execute all contracts and notes of indebtedness authorized by the Board. He shall be an authorized signer on all bank accounts maintained by the Chapter.

(iii) The Polemarch shall see that all officers of the Chapter discharge their duties faithfully, impartially, accurately, and promptly, and shall enforce strict observance of the laws and policies of the Fraternity.

Section 2. The Vice Polemarch.

(i) The Vice Polemarch shall perform the duties of the Polemarch whenever the Polemarch is absent or otherwise unable to serve and shall perform other duties as may be required of him. He shall be accountable to the Chapter, the Board, and the Polemarch. The Vice Polemarch shall be an authorized signer on all bank accounts maintained by the Chapter.

(ii) The Vice Polemarch shall be the titular head of all committees of the Chapter and shall oversee their operation. He shall ensure that all committees meet at regular intervals, or as necessary, and report their actions to the Chapter.

Section 3. The Keeper of Records. The Keeper of Records (KoR) shall keep accurate and complete account of all records and transactions for the Chapter, conduct all of its official correspondence, and submit accurate and timely reports required of him by the Grand Chapter (when in session), the International Headquarters, the Province of jurisdiction, and the Chapter. He shall perform the duties of a recording secretary and ensure minutes are recorded at all Chapter meetings, including Board meetings and planning sessions. He shall maintain file copies of all Confidential Bulletins and of such other releases as may be issued from the Province Polemarch and/or the International Headquarters of Kappa Alpha Psi Fraternity, Inc.

Section 4. Assistant Keeper of Records. The Assistant Keeper of Records (AKoR) shall assist the KoR in the performance of his duties, act for him in his absence, and perform such other duties as may be required.

Section 5. Keeper of Exchequer. The Keeper of Exchequer (KoE) shall have the care and custody of all the money(s) of the Chapter and shall pay out same only upon vouchers authorized by the Board and signed by the Polemarch. He shall issue financial reports at each monthly meeting and a final financial report for the previous fraternal year at the November meeting. He shall keep all receipts and disbursements in understandable order so they can be discerned in review by the official Chapter auditor, or as necessary. He shall maintain the Chapter bank account(s), financial records, sign all approved paper checks for payment of money authorized by the Chapter, and perform such other duties as may be imposed upon him by the Chapter or by law. The KoE shall not issue any paper checks for payment that do not have an accompanying signature(s) (dual signature) on the check by either the Polemarch or Vice Polemarch.

Section 6. Assistant Keeper of Exchequer. The Assistant Keeper of Exchequer (AKoE) shall assist the KoE in the performance of his duties, act for him in his absence, and perform such other duties as may be required.

Section 7. Strategus. The Strategus shall have charge of all approaches to the Chapter meeting area and shall preserve order and decorum at all meetings. He shall have the authority to challenge persons whom he cannot readily identify as members of the Fraternity and may prohibit such persons from entering the meeting until they produce satisfactory evidence of Fraternity membership or are given permission by the Polemarch, or the members present to enter. He shall be responsible for preparing the facility for meetings. He shall perform an annual physical inventory of the Chapter's property.

Section 8. Lieutenant Strategus. The Lieutenant Strategus shall assist the Strategus in the performance of his duty, act for him in his absence, and perform such other duties as may be required of him.

Section 9. Historian. The Historian shall collect, compile, and preserve historical and biographical data for the Chapter, and shall transmit such data when requested of him by the Grand Historian or the Province Historian. He shall maintain file copies of *The Kappa Alpha Psi Journal* and evidence of individual or Chapter achievement. He shall maintain the official Chapter history.

Section 10. Reporter. The Reporter shall prepare articles for submission to *The Kappa Alpha Psi Journal*, the Eastern Province newsletter (*The Kappa Khronicle*), and other publications as directed by the Chapter or the Board.

BYLAW VIII – COMMITTEES

Section 1. There shall be committees known as “Standing Committees” and “Ad Hoc Committees.”

(i) A Standing committee is a permanent committee with a continuous mission. These committees are:

- (a) Achievement and Awards
- (b) Bylaws
- (c) Community Action
- (d) Fundraising
- (e) Guide Right
- (f) Health and Wellness
- (g) Marketing and Branding
- (h) Membership Training Academy
- (i) Nominating
- (j) Prince William-Stafford National Pan-Hellenic Council
- (k) Reclamation
- (l) Scholarship
- (m) Senior Kappa Affairs

(ii) An ad hoc (or “special”) committee is a temporary committee whose existence ends once its task(s) is completed or when the committee is discharged (dissolved). Ad hoc committees may be formed and discharged as deemed necessary by the Polemarch or the Chapter.

Section 2. Committee Chairmen shall be appointed by the Polemarch. Committee Chairmen may be replaced, as deemed appropriate, by the Polemarch.

Section 3. Committee Chairmen shall provide a list of committee members to the Vice Polemarch within thirty (30) days of appointment to that position. The Vice Polemarch shall be advised of changes in committee membership.

BYLAW IX – ELECTIONS

Section 1. Chapter elections shall be held at the regular meeting in May of each fraternal year. Officers shall be installed and assume their respective offices at the end of the regular monthly meeting in June of each fraternal year. The date for elections is as established by the Statutes.

Section 2. All elected Chapter positions shall be filled by a majority vote of the members in good standing of the chapter, present and voting, and by secret ballot.

Section 3. All members in good standing are eligible to participate in elections, vote, or hold office, and are expected to adhere to all rules and regulations regarding elections, as established by the Statutes.

Section 4. The elected positions shall be as stated in Bylaw III, Section 2.

Section 5. Nominations for elected positions and administration of the election shall be as stated in Bylaw X.

Section 6. In the case where there is no nomination of a candidate for an elective office, a member may, in accordance with Bylaw VI, Section 6, be appointed by the Board to fill the position provided the appointee has met the qualifications for election.

Section 7. Any position becoming vacant during the fraternal year shall be filled in accordance with Bylaw VI, Section 6.

BYLAW X – NOMINATING COMMITTEE

Section 1. The Nominating Committee shall be a standing committee of at least three (3) chapter members appointed by the Polemarch. No elective Chapter Officer shall be a member of the Nominating Committee.

Section 2. The Nominating Committee shall review the qualifications and eligibility of candidates for chapter offices and compile a list of nominees for presentation at the April Chapter meeting. The Committee will, under most circumstances, nominate only one (1) candidate for each office, except when no single candidate can be determined by the committee.

Section 3. Additional candidates may be nominated from the floor at the regular Chapter meeting in April, prior to the Chapter elections in May. There can be no additional nominations after this meeting.

Section 4. Before the elections are administered, candidates nominated for a Chapter office, or their representative, will be afforded the opportunity to present to the Chapter the candidate's platform for the office for which he is nominated.

Section 5. The Nominating Committee shall become the ad hoc "Elections Committee" for the May Chapter meeting and shall administer the elections.

Section 6. The election results shall be announced by the Elections Committee prior to the end of the meeting, at which time the elections shall be deemed concluded and final.

BYLAW XI – CHAPTER DUES

Section 1. The annual dues of the Chapter shall be an amount based upon the annual budget recommended by the Board and approved by a majority vote of the Chapter.

(i) Chapter dues shall be fully paid on or before October 1st of each calendar year.

(ii) Eastern Province dues are to be paid to the Woodbridge Alumni Chapter KoE no later than October 1st of each calendar year.

(iii) National dues shall be paid by October 1st of each calendar year, and are to be paid directly to the International Headquarters of Kappa Alpha Psi Fraternity, Inc.

Section 2. Any member of the Chapter who fails to pay his National, Province, or Chapter dues by the dates specified above shall be automatically deemed not to be in good standing. He shall not be entitled to any of the rights and privileges outlined in Bylaw IV, Section 4 (e.g., to vote, hold office, or participate in any Chapter activities) until his indebtedness has been satisfied.

Section 3. Members shall be liable for full payment of Chapter dues with the following exceptions:

(i) Any member of the Fraternity with at least fifty (50) years membership shall be exempt from paying Chapter dues.

(ii) Any member of the Fraternity who is at least sixty (60) years of age, and who does not meet the criteria in Section 3(i) above, is entitled to a twenty-five percent (25%) reduction in Chapter dues.

(iii) Any member of the Fraternity who is (a) financial at the National level, (b) temporarily resides outside of the Eastern Province, and (c) is not a member of any other Alumni Chapter, shall be entitled to pay twenty-five percent (25%) of the approved Chapter dues for that year.

(iv) Any member who has paid his National dues and who meets the following criteria, shall be entitled to membership in the Chapter with a 50% reduction in dues for no more than two (2) consecutive fraternity fiscal years upon the date of joining the Chapter. After the two-year period, he shall pay the regular dues prescribed in the Bylaws:

(1) Initiated in an undergraduate chapter;

(2) Has never affiliated with an alumni chapter or association; and

(3) Is no more than two (2) years removed from receipt of his undergraduate (or graduate) degree, provided he transitioned immediately to post-graduate education in pursuit of a master's or doctorate (or equivalent) degree.

Section 4. Any member whose payment is rejected (e.g., by paper check or failed electronic transaction) for any reason, shall replace to the KoE a money order, certified check, or alternate electronic method, in the amount of the rejected payment, plus any applicable fees/charges assessed against the Chapter by the Bank.

Section 5. Any member of the fraternity who has not been in good standing for at least two (2) fiscal years and joins the chapter after December of the current fraternal year, shall be entitled to pay Chapter dues on a pro rata basis in accordance with the following schedule:

PERIOD	WAC MEMBERSHIP DUES PRORATION (of current dues)
January	75%
February	65%
March	55%
April	45%
May	35%
June	25%

BYLAW XII – BUDGET AND FINANCIAL TRANSACTIONS

Section 1. The fiscal year of the Chapter shall begin on October 1st of each year and end on September 30th of the following year in accordance with the Constitution and Statutes.

Section 2. The budget or financial plan for each fiscal year shall be determined at the Planning Session and submitted to financial members at least 15 days prior to the September meeting. The budget shall be brought to the floor for approval at the September meeting. A budget shall be approved at this meeting.

Section 3. The approval of the budget automatically authorizes the expenditure of funds for the line items approved in the budget. Where disbursement of funds is required for either emergency or contingency situations, the documented justification must be provided for disbursement of funds.

(i) An “emergency” is defined as any situation requiring the disbursement of funds is dictated by immediate urgency, driven by unforeseen circumstances such as unexpected time suspenses, unanticipated cost increases, etc.

(ii) A “contingency” is defined as any situation, other than an emergency, requiring the disbursement of funds to meet legal obligations during periods when the chapter is not in session.

Section 4. No paper checks shall be signed and issued by the KoE unless the voucher that is presented to him has been approved and signed by the Polemarch and the KoR and cites the specific authority for the expenditure of the said funds, except moneys in the Polemarch’s fund which are used at the Polemarch’s discretion. (Note: Assessments and billings require approval by the Chapter.) All paper checks for payment shall be signed by the Polemarch and the KoE. In the absence of either the Polemarch and/or the KoE, paper checks shall be signed by either the Vice Polemarch and/or the AKoE.

Section 5. An annual audit shall be made of the books of account, financial records, and transactions of all funds of the Chapter. The audit shall be completed within the 1st quarter of the new fiscal year and reported to the Board upon completion. The examination will be performed in accordance with generally accepted auditing standards and include, as a minimum, a review of the budgetary and accounting controls.

BYLAW XIII – CHAPTER AWARDS

Section 1. The Chapter Achievement and Awards Committee is responsible for developing the criteria for, and administering, the Chapter Awards Program.

Section 2. The Chapter shall, as a minimum, make the following awards:

- (i) Fraternity Service
- (ii) Community Service
- (iii) Professional Service
- (iv) Brother of the Year

Section 3. The Chapter or the Polemarch may make awards or commendations as the need arises. These awards are not tied to the Chapter Awards Program.

BYLAW XIV – AMENDMENTS OF BYLAWS

Section 1. The Bylaws Committee is responsible for maintaining and modifying the Bylaws of the Chapter. It shall consist of at least three (3) members, with the Chairman appointed by the Polemarch.

Section 2. Proposed amendments to the Bylaws must be submitted to the Chapter in writing at least one month prior to a vote being taken by the Chapter on the proposed amendment. Any member in good standing may propose an amendment to the Bylaws.

Section 3. The Polemarch may task the Bylaws Committee to review the proposed amendment and present the impact and a recommendation at the next Chapter meeting.

Section 4. The Bylaws shall be amended by a two-thirds (2/3) vote of the members in good standing, present at a regular meeting. Approved amendments to the Bylaws become effective immediately.

CERTIFICATION

We certify on this 14th day of November 2024, that this copy of the Bylaws of the Woodbridge (VA) Alumni Chapter of Kappa Alpha Psi Fraternity, Incorporated, is a true and official copy.

Dexter P. Burnam

POLEMARCH
Woodbridge (VA) Alumni Chapter

Vinson L. Bullard

KEEPER OF RECORDS
Woodbridge (VA) Alumni Chapter