

The Chapter Codes of
The Pi Kappa Alpha International
Fraternity



August 2008

The Chapter Codes of The Pi Kappa Alpha International Fraternity

CODE I Fraternity Name	4
Section 1. NAME	4
CODE II Fraternity Symbols	4
Section 1. BADGE	4
Section 2. BY WHOM WORN	4
Section 3. GREAT SEAL	4
Section 4. COAT OF ARMS	5
Section 5. COLORS	5
Section 6. FLOWER	5
Section 7. RECOGNITION PINS	5
Section 8. PLEDGE PIN	6
Section 9. COLONY PIN	6
Section 10. RECOGNITION OF MEMBERS	6
Section 11. ALUMNI IDENTIFICATION CARD	6
Section 12. RING	6
Section 13. BANNER	7
Section 14. PENNANT	7
Section 15. FRATERNITY SYMBOLS, USE OF SYMBOLS	7
CODE III Membership	7
Section 1. CLASSIFICATION	7
Section 2. PLEDGING: ELECTION AND REPORTING	7
Section 3. PLEDGING: CEREMONY	8
Section 4. PLEDGING: TERMINATION	8
Section 5. INITIATION: RESTRICTIONS	9
Section 6. INITIATION: REQUIREMENTS	9
Section 7. INITIATION: TIME AND PLACE	10
Section 8. STUDENT MEMBER TRANSFEREES	10
Section 9. ALUMNUS MEMBERS	11
Section 10. ALUMNUS STATUS	12
Section 11. RESIGNATIONS	12
Section 12. EXPULSION: GROUNDS	13
Section 13. EXPULSION: PROCEEDINGS	13
Section 14. ADMINISTRATIVE SUSPENSION OF STUDENT MEMBER	15
Section 15. REINSTATEMENT OF MEMBERSHIP	16
Section 16. TERMINATION OF MEMBERSHIP	16

Section 17. SUSPENSIONS	16
CODE IV Dues, Fees, Fines and Assessments	16
Section 1. MEMBERSHIP FEE	16
Section 2. ANNUAL CHAPTER ASSESSMENT	17
Section 3. REGALIA FEE	17
Section 4. ASSESSMENTS	17
Section 5. CONVENTION FINE	17
Section 6. FAILURE TO PAY CONVENTION ASSESSMENT	17
Section 7. FINE FOR ABSENCE OF CONVENTION DELEGATE	18
Section 8. OFFICER OR MEMBER ASSESSMENT	18
Section 9. COMMITTEE FOR COLLECTION	18
Section 10. COLLECTION OF ACCOUNTS	18
Section 11. DELINQUENT ACCOUNTS	18
Section 12. FORM OF CHECKS	19
Section 13. FINANCE CHARGE	19
CODE V Chapters and Chapter Officers	19
Section 1. CHAPTERS	19
Section 2. CHAPTER MEETINGS	20
Section 3. CHAPTER OFFICERS	20
Section 4. SILENT CHAPTERS	20
Section 5. CHAPTER OFFICERS	20
Section 6. ELECTION OF OFFICERS	21
CODE VI International Convention	21
Section 1. CONVENTION CALL	21
Section 2. MILEAGE ALLOWANCE	21
Section 3. PRO-RATA OF EXPENSES	21
Section 4. CONVENTION EXPENSES	22
Section 5. CHAPTER ELIGIBILITY FOR AWARDS	22
CODE VII Secrecy of Regalia	22
Section 1. STRONG BOX	22
Section 2. SECRET ALPHABET	22
CODE VIII Chapter Advisors and Chapter Advisory Boards	23
Section 1. SELECTION	23
Section 2. EXPECTATIONS	23
CODE IX Officers of Alumni Associations	24
Section 1. OFFICERS	24
Section 2. EXPECTATIONS OF SECRETARY	24
CODE X History of the Fraternity	24
Section 1. EXPECTATIONS OF INTERNATIONAL HISTORIAN	24
Section 2. COPY OF HISTORY	24

CODE XI Membership Certificates.....	25
Section 1. MEMBERSHIP CERTIFICATE.....	25
Section 2. SILVER AND GOLD MEMBERSHIP CERTIFICATES.....	25
CODE XII Regalia.....	25
Section 1. PURCHASE.....	25
CODE XIII Official Jewelry.....	25
Section 1. AUTHORIZED DEALERS.....	25
CODE XIV Calendar.....	26
Section 1. ANNUAL CALENDAR.....	26
CODE XV Chapter or Alumni Association Debt.....	26
Section 1. NON-BINDING DEBTS.....	26
CODE XVI Free Board or Lodging Prohibited.....	26
Section 1. PROHIBITION.....	26
CODE XVII Liability Insurance.....	26
Section 1. REQUIREMENT.....	26
CODE XVIII Amendments to the Chapter Codes.....	27
Section 1. AMENDMENTS.....	27
Section 2. ALTERNATIVE METHOD OF AMENDMENT.....	27

The Chapter Codes of The Pi Kappa Alpha International Fraternity

These Chapter Codes shall provide the standards by which all chapters in good standing with The Pi Kappa Alpha International Fraternity, an unincorporated association, shall comply in their operations. The Chapter Codes may only be amended by the chapters through the methods described in this document.

CODE I

Fraternity Name

Section 1. NAME

As stipulated in the Fraternity's Constitution, the name of the Fraternity shall be The Pi Kappa Alpha International Fraternity.

CODE II

Fraternity Symbols

Section 1. BADGE

The design of the badge shall be a shield of white enamel, surmounted by a diamond of black enamel to be beveled so as to form a diamond bounded by curved edges. In the center of the diamond shall be placed the three (3) Greek capital letters "ΠΚΑ", the "K" being larger than the "Π" and "Α". In the four (4) corners of the shield, starting in the upper left-hand corner, shall be placed the four (4) Greek letters "φφκκ".

Section 2. BY WHOM WORN

The wearing of the badge by someone other than a member of the Fraternity shall be restricted to the mother, wife, widow, daughter, sister or fiancée of a member, or a chapter housemother.

Section 3. GREAT SEAL

The Great Seal of the Fraternity shall be as follows: In the center of an inner circle, surrounded by radiating points, shall be the three (3) Greek capital letters "ΠΚΑ", the "K" being larger than the "Π" and "Α". Around the upper part of the circle, surrounding the "ΠΚΑ" shall be the

legend, "Founded at the University of Virginia, 1868." At the bottom of this circle shall be the four small Greek letters "ϕϕκκ". At the top of this, in large capital letters, shall be "Supreme Council," and at the bottom of this "Governing the Fraternity." The whole shall be surrounded by a milled circle in relief.

Section 4. COAT OF ARMS

The coat of arms shall be as follows: A gold triangular shield, known as the first cycle, with a riveted edge and a garnet center. On this shield appear in gold the Greek letters "ΠΚΑ", and underneath the Greek letters a gold dagger with the point downward. A gold ribbon appears on the left and right sides of the shield, respectively, on which are inscribed the small Greek letters in garnet "ϕϕκκ". The shield is supported or rests upon a gold key and sword crossed behind the shield and connected at the bottom with a gold chain which passes beneath the lower point of the shield. The hilt of the sword is clasped with a gold hand. The key crosses from the lower left-hand corner to the upper right-hand corner, with the flange upward. The sword crosses from the lower right-hand corner to the upper left-hand corner and is of the army service saber type. Beneath this shield appear two sprays of lily of the valley in green and white, which cross each other and are tied by a white ribbon. The shield itself is surmounted by an esquire helmet in gold, on which appear three feathers in their natural color, white. In the background appear rays as though coming from the sun.

Section 5. COLORS

The colors of the Fraternity shall be garnet and old gold.

Section 6. FLOWER

The flower of the Fraternity shall be the lily of the valley.

Section 7. RECOGNITION PINS

The official recognition pins optional to the wearer shall consist of:

- A. A small gold capital Greek letter "Π".
- B. Gold joined letters "ΠΚΑ".
- C. The Pi Kappa Alpha coat-of-arms.

All pins shall have a uniform size according to the official design.

Section 8. PLEDGE PIN

The pledge pin shall consist of a red shield of the same shape as the badge, with a gold capital Greek letter “Π” in the center, of uniform size, according to official design. No pledge shall be permitted to wear any other fraternity jewelry until he is initiated.

Section 9. COLONY PIN

The colony pin shall consist of a white shield of the same shape as the badge, with a gold capital Greek letter “Π” in the center, of uniform size, according to the official jewelry design. Only colony members shall be permitted to wear the colony pin. Colony members shall not be permitted to wear the fraternity badge.

Section 10. RECOGNITION OF MEMBERS

If any person shall present himself to any chapter, representing himself to be a member or pledge of Pi Kappa Alpha, who does not present a current official identification card, it shall be the authority of the Chapter President or the Chapter Secretary to use all available means to ascertain whether or not such visitor is in fact a member or a pledge of the Fraternity.

Section 11. ALUMNI IDENTIFICATION CARD

Any alumnus member may obtain an official identification card of official design from the Executive Vice President upon the payment of the cost of such card, whenever the Executive Vice President shall receive satisfactory evidence of the good standing of the alumni member applying for the card.

Section 12. RING

The official ring shall be of ten karat gold or sterling silver. The design from the top view shows the raised monogram “TIKA” in polished letters, or a ruby with “TIKA” encrusted in gold, the “K” being larger than “Π” and “A”; this center surrounded by an oval border containing a laurel leaf design on the side adjacent to the “Π” and an oak leaf design on the side next to the “A”; the side adjacent to the laurel leaf border will contain elements of the coat of arms in similar arrangement, showing a plumed esquire helmet, a hand holding a saber crossed by a key and connected to the saber by a chain, a ribbon containing “φφκκ” in its four (4) folds, a dagger pointed downward; rays form a background; the side adjacent to the oak leaf border shall contain a riveted edged Norman shield containing “TIKA”, the “K” being larger, and a dagger with the point downward; two sprays of lily of the valley will be crossed just below and behind the lower point of the shield and tied with a flowing ribbon; rays form a background. Members may wear rings of other designs.

Section 13. BANNER

The official standard Pi Kappa Alpha Fraternity banner shall be rectangular in shape with the coat of arms in the upper left-hand corner. Starting in the extreme upper left-hand corner, the small letters “φφκκ” shall appear in each of the four (4) corners. In the center of the banner, the letters “ΠΚΑ” shall appear, the “K” being larger than the “Π” and the “A”. The field shall be garnet and the insignia shall be in gold.

Section 14. PENNANT

The official Pi Kappa Alpha Fraternity pennant shall be triangular in shape with the coat of arms occupying the head of the pennant and the letters “ΠΚΑ” appearing in the center, the “K” being larger than the “Π” and the “A”. The field shall be garnet and the insignia shall be in gold.

Section 15. FRATERNITY SYMBOLS, USE OF SYMBOLS

The Fraternity symbols are the sole property of the Fraternity, created by the Fraternity for the exclusive use by the Fraternity, its chapters and alumni associations, and its members. Any display of or reference to the Fraternity symbols shall be in accordance with the Codes and any standards adopted by the Fraternity.

CODE III Membership

Section 1. CLASSIFICATION

As stipulated in the Fraternity’s Constitution, the Fraternity shall be comprised of student members and alumni members.

Section 2. PLEDGING: ELECTION AND REPORTING

- A. Each chapter shall make a good faith effort to recruit and pledge prospective student members representing varied backgrounds. Each chapter shall not discriminate in recruitment or in membership on the basis of race, color, creed, national origin, disability, sexual orientation or religious affiliation. The prerequisites for pledgship shall include:
 - a. Male;
 - b. Minimum of 16 years of age;
 - c. Good academic standing;

- d. Never been a member of any existing general, national/ international, secret or non-secret, social college fraternity;
 - e. Commitment to Pi Kappa Alpha's policies and procedures;
 - f. Acceptance of a lifelong commitment to Pi Kappa Alpha; and
 - g. Character compatible with the Fraternity's ideals, and personally acceptable to the respective chapter membership.
- B. No prospective student member shall be invited to pledge until he has been elected by an active chapter of the Fraternity pursuant to such chapter's by-laws.
 - C. The Chapter Secretary of each chapter shall file an official report of such prospective members with the Executive Vice President within five (5) days of the pledging ceremony.
 - D. Failure to file the prescribed report shall subject the chapter to the requirements of Code IV of the Chapter Codes of the Fraternity.
 - E. To be eligible for pledging, a student must have attained a cumulative high school grade point average of at least a 2.3 on a 4.0 scale, or a minimum college grade point average of 2.25 thereafter.

Section 3. PLEDGING: CEREMONY

All prospective members who are duly elected to and accepting of pledgship shall be solemnly pledged in a ceremony pursuant to the Ritual and Chapter Codes of the Fraternity.

Section 4. PLEDGING: TERMINATION

Pledgship shall automatically terminate upon the occurrence of any of the following events provided no vote to terminate pledgship may take place within five (5) days of the pledge class's scheduled initiation, and further provided that a pledge does not violate the Fraternity's Standards within five (5) days of the scheduled initiation:

- A. When the pledge does not pay any amount due to the chapter; or
- B. When the pledge fails to attain a scholastic requirement of the host-institution for one (1) semester or two (2) quarters after the scheduled initiation date, or
- C. When the pledge has remained in pledgship for more than three (3) semesters or five (5) quarters without being initiated; or
- D. Whenever the chapter shall vote to terminate pledgship by a margin of the chapter's choosing pursuant to the chapter's by-laws; or

- E. When the pledge is dropped, expelled or suspended from the host-institution prior to initiation.

Section 5. INITIATION: RESTRICTIONS

- A. Any person rejected for membership by a chapter may not be considered again until the chapter involved has notified all living members of the Fraternity (whose addresses are known to the Chapter) who were student members of the chapter at the time the person was rejected. Members must be notified at least ten (10) days prior to the person being considered again.
- B. A prospective member who has previously attended another institution where an active chapter of the Fraternity is located may not be elected into membership until the chapter shall have received adequate information concerning him from the chapter at the institution where he formerly attended. However, the chapter may proceed with the election if its inquiries shall remain unanswered for a period of two (2) weeks.

Section 6. INITIATION: REQUIREMENTS

- A. No pledge shall be initiated as a student member into the Fraternity until two-thirds (2/3) of the chapter members present at a chapter meeting and constituting a quorum shall have voted secretly in favor of initiation. Said chapter vote must take place at least five (5) days prior to the scheduled initiation. Any pledge whose initiation is disapproved by the chapter shall be notified of such decision within twenty-four (24) hours of the vote.
- B. At no time shall a negative vote for initiation terminate pledgeship.
- C. The vote to approve a pledge to be initiated shall not be based upon race, color, creed, national origin, disability, sexual orientation or religious affiliation, but rather in the best interests and ideals of the Fraternity.
- D. The approved initiation of a pledge as a student member shall not be valid until he shall have met all of the following requirements:
 - a. He must be a male, having never been a member of any existing, general, national/international, secret or non-secret, social college fraternity.
 - b. He must be at least sixteen (16) years of age and shall be enrolled at the host-institution where the chapter is chartered, or he shall be enrolled at a neighboring institution where no chapter or colony of the Fraternity exists.
 - c. He must be in good academic standing, in accordance with academic requirements for pledging.
 - d. He must have a good moral character.

- e. He shall have completed a course in pledge education. All pledge activities shall be suspended and initiations shall not occur during the period of time which begins seven (7) days prior to, and which ends upon the conclusion of, the official final examination period at the host-institution. Activities may resume after the completion of the official exam period.
 - f. His ideals, characteristics and principles must be such as will make him a compatible and worthy member of the Fraternity in accordance with its traditions and shall be personally acceptable to its members.
 - g. He must accept a life-long obligation to Pi Kappa Alpha.
- E. Any chapter, by a two-thirds (2/3) vote of its membership, shall have the right to suspend the requirements contained in this section for a period not to exceed nine (9) months and by another two-thirds (2/3) vote must adopt a voting requirement for that period. Any suspension of these requirements and adoption of new requirements must be approved at a regular meeting of the chapter at least five (5) days prior to the time of initiation.

Section 7. INITIATION: TIME AND PLACE

- A. No chapter shall hold an initiation except at the institution where the chapter is chartered and only when the institution is open for a regular session.
- B. All student members in the chapter must be present for the initiation ceremony, subject to such exceptions as may be established by the chapter by-laws.

Section 8. STUDENT MEMBER TRANSFEREES

- A. No chapter may add to its membership any member of another chapter without following the procedures in this section.
- B. Any student member who shall seek to transfer his membership (hereinafter, the "Petitioner") from one chapter of the Fraternity (hereinafter, the "Sending Chapter") to another chapter of the Fraternity (hereinafter, the "Receiving Chapter") may petition to the Receiving Chapter for affiliation. The Petitioner shall request the Chapter President of the Sending Chapter to complete a Membership Transfer Form, provided by the Executive Vice President and transmit a copy of the form to the Receiving Chapter. Copies of this form shall also be forwarded to the Executive Vice President and to the Petitioner.
- C. The Sending Chapter may refuse to give approval for a transfer of the Petitioner's affiliation to the Receiving Chapter. No member may affiliate with any Receiving Chapter if he is financially indebted to a Sending Chapter. A majority vote is required of the Sending Chapter for the requested transfer of membership.

- D. The Receiving Chapter shall vote on the petition to affiliate. Such vote shall be by secret ballot and permission to affiliate shall be completed only upon a two-thirds (2/3) approval of all of the student members of the Receiving Chapter. The Executive Vice President shall immediately be notified in writing of the result of the vote.
- E. If the petition to affiliate is disapproved by the Receiving Chapter, the Petitioner may assume alumni status with the right to apply to affiliate with another chapter as a student member so long as he meets the requirements pursuant to this Code.
- F. If a student member transfers but does not petition for affiliation with the local Receiving Chapter, that student member has no inherent rights to attend any Receiving Chapter function, including social events.
- G. For a student member to be eligible to transfer affiliation from a Sending Chapter to a Receiving Chapter, that member must have attained an accumulated grade point average of at least a 2.0 on a 4.0 scale, or the equivalent to that required for being in good standing with the host-institution of the Sending Chapter.

Section 9. ALUMNUS MEMBERS

- A. Alumnus members are all members, other than student members, who qualify in any one of the following categories:
 - a. A student member who has graduated from the host-institution at which he was initiated into a chapter of the Fraternity.
 - b. A student member who is no longer enrolled at an institution which has an active, chartered chapter of the Fraternity.
 - c. A student member who has transferred to an institution that has an active chapter of the Fraternity but was denied affiliation, or chose not to affiliate with such chapter.
 - d. A student member who has been properly placed on alumni status pursuant to the Constitution.
 - e. A student member who meets the provisions of Section 10 of this Code and who elects to assume alumni status pursuant to such Section.
- B. An individual who has been granted the special right to be initiated by the Supreme Council provided, however, that individual is not a student member.

Section 10. ALUMNUS STATUS

- A. A student member may elect to assume alumnus status when one or all of the following conditions apply:
- a. The student member is a full-time student in a graduate or professional program.
 - b. The student member has completed four years (4) as a student member measured from the date of that member's initiation pursuant to approval of the chapter as established by the chapter's by-laws.
 - c. The student member is a married student and he meets all of the following provisions:
 - i. The chapter has waived part or all of the student member's dues and/or assessments imposed by the chapter due to extreme financial hardship; and
 - ii. The designation for alumni status has been approved by the Chapter Advisor. In the event the Chapter Advisor and the chapter disagree, the Regional President shall review the case and immediately thereafter make a final determination.
 - iii. Further rights, privileges and responsibilities of a student granted this special status shall be determined according to the by-laws of the chapter.
- B. This section of the Chapter Codes shall not be construed to require those members whom, on the grounds of the above categories, may apply for alumni status, to discontinue their student membership.

Section 11. RESIGNATIONS

- A. Any student or alumnus member shall have the right to resign from the Fraternity. No member shall be permitted to resign if he owes any dues, fees or assessments to his chapter or to the Fraternity.
- B. A student or alumnus member shall tender his resignation in writing to the chapter stating the reason for his decision. It shall lie on the table not less than eight (8) nor more than thirty (30) days and thereafter shall be acted upon by the chapter at its next regular meeting.
- C. The Chapter President and Chapter Secretary shall complete the Fraternity Membership Resignation Form and include the resigning member's signature on the form, or in a separate letter of resignation. This document shall be forwarded to the Executive Vice President within fifteen (15) days of the chapter's action.

Section 12. EXPULSION: GROUNDS

The following offenses may be grounds for expulsion of a student member or alumni member who shall:

- A. violate any provision of the Constitution, Chapter Codes, or Ritual of the Fraternity, or the by-laws of the chapter to which he belongs;
- B. commit any act contrary to the laws of the land or the laws, rules and regulations of the host-institution at which the chapter is located;
- C. violate any order or policy of a regularly constituted body of the Fraternity;
- D. violate the oath or Obligation taken at the time of initiation;
- E. be delinquent in the payment of accounts or financial obligations to a chapter or to the Fraternity;
- F. fall below for a period of two (2) consecutive semesters or three (3) consecutive quarters a minimum grade point average pursuant to his chapter's by-laws. Such minimum grade point average shall not be lower than the minimum grade point average to remain in good academic standing at the host-institution at which the chapter is located.

Section 13. EXPULSION: PROCEEDINGS

A. EXPULSION PROCEEDINGS AGAINST A STUDENT MEMBER BY A CHAPTER.

- a. Student members may be expelled from the Fraternity for offenses pursuant to Section 12 of this Code, according to the following Procedure for Expulsion Proceedings:
 - i. A chapter may institute expulsion proceedings against a student member, by serving the student member with a written notice of the chapter's intent to expel the student member (hereinafter, "Expulsion Notice") at least forty-eight (48) hours prior to the start of the expulsion proceeding. In the alternative, this Expulsion Notice shall be sufficient if mailed to the student member's last known address, provided that this notice was mailed by certified mail, return receipt requested, at least seven (7) days prior to the expulsion date.
 - ii. The written Expulsion Notice shall contain:
 - 1. a concise statement of the charges preferred against the student member and the name(s) of the person(s) preferring such charges;

2. a statement of the place and time the proceeding shall be held;
 3. a notice of the opportunity to be present at the proceeding and to present a defense as the accused may deem appropriate;
 4. a recital of Code III, Section 13 and Article VI in their entirety; and
 5. an attached copy of the then current Constitution & Chapter Codes of the Fraternity.
- iii. A quorum of members must be present at the meeting to conduct the proceeding. If a quorum is not present, the proceeding shall be recessed and rescheduled and each step of Subsection (i) shall be repeated.
- iv. The Chapter President shall preside at the proceeding unless the Chapter President is the accused member, or has a personal interest in the subject of the proceeding. In such event, the Chapter Vice President shall preside at the proceeding. If both the Chapter President and Chapter Vice President are accused members, or have a personal interest in the subject of the proceeding, the chapter shall elect a temporary chairman who shall preside at the proceeding. The proceeding shall be conducted as an agenda item at a regular chapter meeting, or may be the agenda item for a specially called chapter meeting, pursuant to the chapter's by-laws. After all allegations, information and testimony have been provided, the chapter shall discuss such allegations, information and testimony and the chapter shall vote in favor of or against the proposed expulsion. In order to expel a member, at least two-thirds (2/3) of the members present at the proceeding must vote in favor of the expulsion.
- v. The chapter shall send a written notice of the expulsion (hereinafter, "Expulsion Action") to the expelled member's last known address. The chapter shall then report the expulsion to the Executive Vice President within five (5) days of the expulsion along with the following information:
1. A copy of the Expulsion Notice; and
 2. A signed Affidavit of Expulsion, approved in form by the International Legal Counsel will be completed by the presiding individual with the result, and shall be submitted to the Executive Vice President within five (5) days.
 3. A copy of the "Expulsion Action" mailed to the expelled student.
- vi. For archival purposes, the Executive Vice President shall maintain a file for each expulsion.

B. ALTERNATE METHODS FOR EXPULSION

A member of the Fraternity may be expelled due to his delinquent financial obligation to a chapter of the Fraternity, pursuant to Chapter Codes, Code IV, Section 14, or any member may be expelled by any other method set forth in the Constitution & Chapter Codes.

C. RIGHT OF APPEAL.

Any expelled person shall have the right to appeal to the next Convention. Said appeal must be filed in writing with the Executive Vice President within thirty (30) days from the date of the mailing of the written notice of "Expulsion Action".

Section 14. ADMINISTRATIVE SUSPENSION OF STUDENT MEMBER

- A. Administrative Suspension: If a student member is alleged to have engaged in conduct that is unlawful or in violation of the *Pi Kappa Alpha Constitution and Codes*, that student may be placed on Administrative Suspension.
- B. Procedure: A student member may be placed on Administrative Suspension by a majority vote of the chapter's elected officers for thirty (30) days or during an investigation into the student's alleged conduct. However said suspension shall not exceed forty five (45) days from the date the member is given notice of the suspension.
- C. Notice: The chapter president shall, within twenty-four (24) hours of the above vote, give written notice to the suspended member. Said notice shall include the following:
- a. A description of the alleged misconduct that gives rise to suspension;
 - b. A request that the suspended member provide a written response to the allegations;
 - c. A description of the investigation and appeal process;
 - d. A statement of the possible results of the suspension and if necessary investigation process, including but not limited to:
 - i. Institution of expulsion proceedings according to the Constitution and Codes;
 - ii. Full reinstatement of membership;
 - iii. Reinstatement of membership with conditions.
- D. Reinstatement with conditions: During the period of suspension or at the conclusion of the investigation, the elected chapter officers may, by a majority vote, reinstate the suspended member with appropriate conditions. Said conditions shall be in writing. Failure to comply with said conditions could result in further Administrative Suspension or Expulsion.
- E. Expiration of Suspension: Should no action be taken within forty-five (45) days of the initial notice of suspension, the Administrative Suspension shall be lifted and the suspended member shall be fully reinstated.

- F. Appeal: A suspended member shall have the right to appeal to the chapter any conditions placed on his membership within ten (10) days of the notice of the conditions placed upon his membership. Said appeal shall be conducted according to the process established by the chapter.

Section 15. REINSTATEMENT OF MEMBERSHIP

- A. Any member or former member who has been expelled, suspended, or who has resigned from the Fraternity may be reinstated in good standing provided that a written petition for reinstatement is filed by the expelled, suspended or resigned member and approved by the individual's initiating chapter and the Executive Vice President.
- B. The name and address of all reinstated members shall be set forth in the next published Dagger & Key.

Section 16. TERMINATION OF MEMBERSHIP

Membership will only terminate in the event of a member's resignation or expulsion. Chapters may only accept resignations if all dues, fees and assessment are paid in full. A member may not become "inactive" or "disaffiliate" from a chapter or the Fraternity.

Section 17. SUSPENSIONS

- A. Upon the suspension or revocation of any chapter charter, any or all initiated members may be suspended.
- B. Suspended members shall be afforded none of the rights or privileges of membership during the period of their membership suspension.
- C. Members may only apply for reinstatement after five (5) years from the time that their chapter's charter was suspended.

CODE IV

Dues, Fees, Fines and Assessments

Section 1. MEMBERSHIP FEE

- A. Each chapter shall submit a Membership Fee to the Executive Vice President no later than five (5) days prior to the initiation of each member.

- B. The Membership Fee shall be \$260 per initiate.
- C. No less than 10% of each Membership Fee collected shall be directed to the Chapter House Fund.

Section 2. ANNUAL CHAPTER ASSESSMENT

- A. Each chapter shall annually submit a Chapter Assessment to the Executive Vice President.
- B. The Chapter Assessment shall be \$2,600 per chapter; one half of the Assessment shall be due on October 1 and the other half shall be due on February 1.

Section 3. REGALIA FEE

Each chapter shall, immediately upon receiving its charter, procure from the Executive Vice President the officially adopted regalia, records and other items as prescribed by the Fraternity, and shall pay all related costs and postage.

Section 4. ASSESSMENTS

The Convention, from time to time, may assess chapters or members for the purpose of raising revenues.

Section 5. CONVENTION FINE

Any chapter which fails to furnish information regarding Convention within ten (10) days of a request for such by the Supreme Council, Executive Vice President, or appropriate Regional President, shall be fined \$5 for each failure. Any chapter which fails to report to the Executive Vice President the name of its delegate to the Convention within ten (10) days from receipt of such request shall be fined \$10.

Section 6. FAILURE TO PAY CONVENTION ASSESSMENT

Any chapter which fails to pay its convention assessment within the time required by Code VI, Section 3 shall be fined the amount related to such events. Expense reimbursements related to such events shall not be remitted to the chapter until this fine is paid. The fine is in addition to the fines imposed by Section 9 hereof.

Section 7. FINE FOR ABSENCE OF CONVENTION DELEGATE

Any chapter which fails to have a delegate present, with duly accredited credentials, at any Convention, shall be fined \$1000 for each such failure; provided, however, that no such fine shall be imposed upon a chapter for failure to have a duly accredited delegate at the Convention if a designated delegate shall submit in writing to the Executive Vice President an excuse acceptable to the Executive Vice President at least ten (10) days prior to the Convention. If the Executive Vice President disapproves any such excuse, the chapter may within twenty (20) days after the date of the Executive Vice President's letter of disapproval, appeal the Executive Vice President's ruling to the Supreme Council.

Section 8. OFFICER OR MEMBER ASSESSMENT

A chapter against which any fine is assessed under Sections 7 through 10 of this Code may, at its discretion, charge such fine against the officer or member directly responsible for the delinquency, but failure of the responsible officer or member to reimburse the chapter shall not excuse the chapter from payment of the assessed fine.

Section 9. COMMITTEE FOR COLLECTION

In the event that any chapter shall have members or pledges who are delinquent in the payment of their accounts for board, lodging, dues, fines or assessments for a period of more than thirty (30) days from the date when payment shall be due, the Chapter President, Chapter Treasurer and Chapter House Manager shall automatically become a committee to use due diligence to collect such accounts.

Section 10. COLLECTION OF ACCOUNTS

In addition to using all other methods contained in the Chapter Codes, the Committee for Collection shall seek the aid of the host-institution authorities in the collection of these accounts. If such authorities will withhold credits or degrees or otherwise penalize students who are delinquent, then it shall be the authority of this Committee for Collection to submit to the proper authorities the names of such delinquent members or pledges after the delinquency occurs.

Section 11. DELINQUENT ACCOUNTS

Each chapter may submit to the Executive Vice President, the names of those individuals who have documented, unresolved, outstanding debts to the chapter. Upon evidence of the chapter's exhaustion of reasonable collection efforts, acceptable to the Executive Vice President, the Executive Vice President shall provide notice to each delinquent member that failure to submit full payment for his unresolved debt within thirty 30 days will result in his expulsion from the Fraternity. This correspondence will also include appropriate rights of reinstatement once

payment is made. All such payments by delinquent members shall thereafter be made to the Executive Vice President. Payments made to the Executive Vice President will be credited to the chapter's account with the Fraternity.

Section 12. FORM OF CHECKS

All fees, fines, payments and assessments payable to the Fraternity shall be sent to the Executive Vice President and all checks, drafts and money orders shall be made payable to the Pi Kappa Alpha International Fraternity.

Section 13. FINANCE CHARGE

Any chapter or student member who fails to pay any fees, dues or assessments when they are due, shall pay to the Fraternity a carrying charge to be determined by the Executive Vice President on any unpaid balance which is delinquent thirty (30) days or more.

CODE V

Chapters and Chapter Officers

Section 1. CHAPTERS

- A. Each chapter shall be named by some letter or combination of letters of the Greek alphabet in accordance with the Constitution. No two (2) chapters shall have the same name even if one (1) is silent.
- B. Each chapter of the Fraternity in good standing and having a valid charter shall be considered a chapter of the Fraternity so long as the charter is in effect.
- C. Chapters shall be confined to operating colleges and universities.
- D. There shall be no more than one (1) chapter at any one institution; provided, however, that if one (1) institution has distinct branches in separate cities, then there may be established a chapter at each location.
- E. Each chapter shall maintain an annual cumulative grade point average of at least a 2.5 on a 4.0 scale.
- F. Each chapter shall facilitate a pledge education program that lasts no longer than twelve weeks, ideally eight weeks or fewer.

Section 2. CHAPTER MEETINGS

The chapters shall hold regular meetings at least twice a month during the academic year.

Section 3. CHAPTER OFFICERS

Each chapter shall have officers who are elected or appointed. The official names by which these officers shall be known in all public records and communications, as well as their guidelines, are provided for in the Constitution & Chapter Codes of the Fraternity. All officers shall be installed in accordance with the Ritual.

Section 4. SILENT CHAPTERS

A chapter that has had its charter revoked for any reason shall be known as a silent chapter.

Section 5. CHAPTER OFFICERS

- A. In order to maintain a good standing with the Fraternity, a chapter shall have the following officers whose official names shall be given in the chapter by-laws, but who shall be referred to generically in all public records and communications as the Chapter President, Chapter Vice President, Chapter Treasurer, Chapter Secretary, Chapter Pledge Educator, Assistant Chapter Treasurer, Chapter Sergeant-at-Arms, Chapter Historian, Chapter House Manager, Chapter Continuing Educator, Chapter Recruitment Chairman, Chapter Scholarship Chairman, Chapter Alumni Relations Chairman, and Chapter Risk Awareness Chairman.
- B. The Chapter President, Chapter Vice President, Chapter Treasurer, Chapter Secretary, Chapter Pledge Educator, Chapter Sergeant-at-Arms, Chapter Continuing Educator, and Chapter Recruitment Chairman shall be initiated student members of the Fraternity. The chapter shall have the option of electing two (2) Chapter Vice Presidents if provided by the chapter's by-laws.
- C. For record keeping purposes, immediately after the election of chapter officers, the incoming Chapter President shall notify the Executive Vice President the results thereof and mail a copy of such information to the Chapter Advisor and appropriate Regional President.
- D. Chapter officers shall be installed within three (3) weeks of the date of their election. The retiring chapter officers shall have conducted a chapter officers' retreat and planning session consisting of at least one (1) day before the official installation.

- E. To be eligible to hold an elected position as a chapter officer, a student member must be in good standing with the host-institution, and he must maintain a cumulative grade point average of at least a 2.3 on a 4.0 scale, or the equivalent of that host-institution.

Section 6. ELECTION OF OFFICERS

The first three (3) offices above named shall be filled by an election which shall take place at least once a year. The terms of these three (3) offices shall be determined by the chapter except for the Chapter Treasurer who shall be elected for a term of one (1) year. The time of election shall be determined by the chapter and shall require a majority of the votes cast for election.

CODE VI

International Convention

Section 1. CONVENTION CALL

A call for each Convention shall be issued by the International President and published in the issue of the Shield & Diamond which next precedes the date of the next Convention.

Section 2. MILEAGE ALLOWANCE

Each Convention delegate and each International Officer of the Fraternity in attendance shall receive a mileage allowance at the discretion of the Executive Vice President, of no less than ten (10) cents per mile based on total round-trip mileage from the site of his chapter, or residence in the case of an officer, to the site of the Convention. The Executive Vice President shall ascertain the mileage by the use of American Automobile Association maps or similar standard mileage reference material.

Section 3. PRO-RATA OF EXPENSES

If the Fraternity's funds are inadequate to defray the expenses of any Convention, the assessment to generate the necessary funds shall be imposed as follows:

- A. The Executive Vice President shall divide the sum by the total number of student members of the Fraternity and assess each active chapter on a pro-rata basis according to membership, excluding the chapter entertaining the Convention, and
- B. Each chapter shall pay this assessment within thirty (30) days from the date of call by the Executive Vice President.

Section 4. CONVENTION EXPENSES

- A. Transportation expenses shall be disbursed to delegates and officers by the Executive Vice President.
- B. The necessary and reasonable expenses of all International Officers, standing committees, and duly invited guests of each Convention shall be paid by the Fraternity, as shall all reasonable and necessary expenses incident to the travel to and from such Convention.
- C. Every student delegate and alternate delegate, as a condition prerequisite to voting, shall present to the Convention a letter signed by the Chapter President and Chapter Secretary stating his name and that he is a duly elected delegate or alternate delegate to represent the chapter at that particular Convention. In the event a designated student delegate or alternate delegate is prevented from attending the Convention, the Credentials Committee of that Convention shall be authorized to waive the requirements of this section. Credentials of a delegate from an alumni association shall be signed by the President and the Secretary of the alumni association.

Section 5. CHAPTER ELIGIBILITY FOR AWARDS

No chapter which is delinquent in its financial obligations to the Fraternity after May 15 of each year shall be eligible to receive awards at the Academy or Convention.

CODE VII

Secrecy of Regalia

Section 1. STRONG BOX

Each chapter shall have a strong box, securely locked, in which all books, records, initiatory and other paraphernalia of a secret nature shall be kept during the recesses of the chapter.

Section 2. SECRET ALPHABET

No chapter or member shall write on any paper or other substance the translation of the secret alphabet or any of the characters thereof.

CODE VIII
Chapter Advisors and Chapter Advisory Boards

Section 1. SELECTION

The Chapter Advisor shall be elected in a manner and serve for a term pursuant with each chapter's by-laws.

- A. This term is renewable for re-election annually as the chapter and the Chapter Advisor feel appropriate, at which time the Chapter Advisor may resign.
- B. A Chapter Advisor may be removed upon affirmative majority vote of the chapter at two (2) consecutive meetings. In such case, the Regional President of the Region in which the chapter is located shall remove from office that chapter's Chapter Advisor. If the chapter desires to remove the Chapter Advisor, the Chapter Advisor must be served with written notice no later than forty-eight (48) hours prior to the second meeting at which a vote is to be taken.
- C. The chapter's election of a Chapter Advisor shall be reported to the Regional President of the Region in which the chapter is located within 10 days of election and the Regional President shall provide his written consent of the election to the chapter. Failure to obtain written consent from the Regional President shall void the election.
- D. A Chapter Advisor must register with and be duly accredited by the Executive Vice President within 30 days of election.

Section 2. EXPECTATIONS

The expectations for the Chapter Advisor and Alumni Advisory Board are set forth below. Each chapter, Chapter Advisor and Alumni Advisory Board shall work out the details of their own relationship. The assistance rendered may be divided between the Chapter Advisor and the members of the chapter Alumni Advisory Board.

- A. Expectations of Chapter Advisor:
Actively pursue the development of an Alumni Advisory Board. Complete the Chapter Advisor Accreditation program within 30 days of election. Maintain regular communication with the regional president and Memorial Headquarters. Attend executive council meeting on a regular basis. Review the chapter's budget with the executive council each academic semester. Meet with the members of the alumni advisory board on a regular basis to discuss chapter operations.
- B. Expectations of Alumni Advisory Board:

Meet with respective chapter officers on a regular basis. Maintain regular contact with the Chapter Advisor to relay important information. Meet with other members of the alumni advisory board on a regular basis.

CODE IX

Officers of Alumni Associations

Section 1. OFFICERS

The officers of alumni associations shall be a President, Vice President, Recording Secretary, Treasurer, and Corresponding Secretary. The selection of these officers shall be immediately reported to the Executive Vice President.

Section 2. EXPECTATIONS OF SECRETARY

The corresponding secretary of each alumni association shall make prompt reports to the Executive Vice President regarding information concerning alumni members and the alumni association.

CODE X

History of the Fraternity

Section 1. EXPECTATIONS OF INTERNATIONAL HISTORIAN

The Historian shall prepare for publication by the Executive Vice President and distribution to the chapters, *The Oak: A History of the Pi Kappa Alpha Fraternity*, from its founding through the preceding academic year. The Chapter Historian and Chapter Secretary shall furnish data therefore upon request of the Historian.

Section 2. COPY OF HISTORY

Upon his initiation and payment of the Membership Fee required by these Chapter Codes, each member of the Fraternity shall receive through the Executive Vice President a copy of *The History of Pi Kappa Alpha*.

CODE XI
Membership Certificates

Section 1. MEMBERSHIP CERTIFICATE

Each member of the Fraternity shall receive from the Executive Vice President a membership certificate which shall bear the date of his initiation, the designation of the chapter by which he was initiated, and the Great Seal of the Fraternity. It shall be signed by the International President and the Executive Vice President. It shall be the authority of each initiate to procure the signature of the Chapter President of the chapter by which he was initiated.

Section 2. SILVER AND GOLD MEMBERSHIP CERTIFICATES

The Supreme Council shall issue to each member of twenty-five (25) and fifty (50) years a suitable membership certificate, signed by the Executive Vice President, to which the Great Seal of the Fraternity shall be attached.

CODE XII
Regalia

Section 1. PURCHASE

A condition of the establishment of each new chapter is, within one month from the date of its organization, to purchase a complete set of Regalia through the Executive Vice President.

CODE XIII
Official Jewelry

Section 1. AUTHORIZED DEALERS

The badges and emblems of the Fraternity shall be sold by only those persons, partnerships, or corporations designated by the Executive Vice President as official jewelers. The official jewelers so appointed are to manufacture a badge of standard design, approved by the Executive Vice President. Discounts and other revenue derived from sale of Fraternity jewelry by the official jewelers shall be paid monthly to the Fraternity.

**CODE XIV
Calendar**

Section 1. ANNUAL CALENDAR

The Executive Vice President shall prepare annually a Fraternity calendar, which shall set forth the time when all reports and chapter information are due and when various fees are to be paid by each chapter. This calendar shall be mailed to each chapter.

**CODE XV
Chapter or Alumni Association Debt**

Section 1. NON-BINDING DEBTS

No debt or contract entered into by any chapter or alumni association shall be binding in any manner or form upon the Fraternity.

**CODE XVI
Free Board or Lodging Prohibited**

Section 1. PROHIBITION

No chapter of the Fraternity shall give board or lodging free or at reduced rates or give anything else of value to any member on account of athletic prowess or on account of his skill or ability in any other activity except in return for services actually performed for the chapter. However, nothing in this Section shall be held to prevent any chapter from granting scholarship awards not to exceed \$500 in value, to be given in accordance with rules prescribed by the donor.

**CODE XVII
Liability Insurance**

Section 1. REQUIREMENT

Within thirty (30) days prior to the commencement of the Fraternity's activity, July 1 of the calendar year through June 30 of the next following calendar year, or within ninety (90) days following the date of the adoption of this Amendment to the Codes of the Fraternity, each student and housing corporation shall furnish proof of public liability insurance, this insurance

shall indicate coverage for the chapter, its officers, its alumni, its chapter advisor, and the Pi Kappa Alpha International Fraternity, and the cost of this insurance shall be paid by the chapter or housing corporation and shall be in limits as may from time to time prescribed by the Executive Vice President of the Fraternity. Should the chapter or house corporation not comply with this provision of the Codes of the Fraternity within the time frame specified, then and in such event the Executive Vice President shall have the authority to cause such insurance to be put into full force and effect and to bill the cost of such insurance to the chapter or house corporation.

CODE XVIII

Amendments to the Chapter Codes

Section 1. AMENDMENTS

The Chapter Codes may be amended only at a Convention where a quorum is present or as hereinafter provided in these Chapter Codes. At Conventions, the Chapter Codes may be amended only by a majority vote of the active chapters and alumni associations, whose dues and assessments are paid in full and who are present for the vote, and officers of the Fraternity at the Convention who are present for the vote. Questions pertaining to fees, assessments, taxes, dues, and charges by the Fraternity may also be decided by majority vote of those chapters present at each Convention; provided, however, only those chapters whose dues and fees are paid in full shall be eligible to vote on such action. Such amendments to the Chapter Codes shall take effect and be of full force immediately upon adjournment of the Convention so passing them.

Section 2. ALTERNATIVE METHOD OF AMENDMENT

During the interim between Conventions, the Chapter Codes can be changed or amended in the following manner:

- A. A petition for change or amendment may be initiated by any chapter or by the Supreme Council. If initiated by a chapter, the petition must be approved by at least ten (10) chapters and shall be signed by the President and Secretary of each of these chapters; or in the alternative, the petition must be unanimously approved by all of the chapters in one region and signed by each President and Secretary of such chapters. If initiated by the Supreme Council, the petition must be approved and signed by at least four (4) voting members of the Supreme Council. In any event the petition shall clearly set forth the change or amendment.
- B. When properly prepared and signed, typewritten copies of the petition shall be transmitted to the Executive Vice President who shall distribute copies to the Supreme Council.

- C. From the petition transmitted to the Legal Counsel, the Legal Counsel shall within fifteen (15) days of receipt thereof, put the entire matter into the form of a question or questions for a vote and cause the same question or questions to be sent through the Executive Vice President to each chapter and alumni association whose dues and assessments are then paid in full, and each officer of the Fraternity. The Legal Counsel shall be required to include with each question calling for a vote, a concise statement of all arguments for and against said question and evidence that shall have been submitted to him.
- D. In no event shall the Legal Counsel be required or permitted to mail out any such questions between May 1st and October 10th or between December 15th and December 31st of any year.
- E. Each question shall be placed on a separate ballot and all ballots containing a question shall bear the date when mailed by the Executive Vice President and shall be sent by certified mail with return receipt requested and shall clearly state that the ballots of all the chapters entitled to vote on the matter must be received by the Executive Vice President within twenty-four (24) days from the date mailed from the Memorial Headquarters. No votes received by the Executive Vice President after said twenty-four (24) days shall be valid.
- F. The Executive Vice President shall count all votes received within the twenty-four (24) days. If a majority of the chapters, alumni associations and officers of the Fraternity entitled to vote shall vote in the affirmative, the change or amendment shall immediately become effective and a ledger indicating the vote of each chapter shall be mailed to all chapters qualified to vote.
- G. A special bulletin setting forth the approved revision shall be mailed by the Legal Counsel to all officers, chapters and alumni associations.