**Kappa Lambda Beta Constitution**

Article I. Name

The name of this Co-ed Fraternity shall be Kappa Lambda Beta

Article II. Purpose

The purpose of this fraternity shall be as follows:

1. To promote fellowship among its members and the student body.

2. To promote Knowledge, Leadership, and Brotherhood among its members.

3. To promote interest in UW-Stout’s activities through active school spirit, social achievement, and academic success.

4. To be active in Community Service.

Article III. Membership

The membership shall be divided into six classes:

Section I. Requirements of membership

1. Must be a full time UW-Stout student, unless graduating at end of the current semester.

2. Must successfully complete associate period.

3. Must be voted in by three-fourths active membership.

4. Must pay dues based on member classification.

5. Attend all Kappa Lambda Beta events based on membership classification.

6. Membership is open to all registered students in good standing at the University of Wisconsin-Stout. All student organization members must maintain a minimum cumulative 2.0 grade- point average (on a 4.0 scale) to be eligible for participation in a Recognized Student Organization.

7. Kappa Lambda Beta will not discriminate against membership of any individual based upon race, gender, religion, ancestry, age, veteran status, marital status, sexual orientation, income, physical ability or political ideology, unless specified in the governing document the organization or pursuant to an exception recognized by University, local, state or federal laws / ordinances.

Section II. Associate Membership

This membership is obtained by rushing and thereafter receiving three-fourths vote by membership.

1. No voting rights.

2. No active rights.

A. Must attend all associate events.

3. Full social rights.

Section III. Probationary Membership

This membership is obtained by successful completion of associate period and receiving another three-fourths vote by membership.

1. Limited voting rights.

A. Voting may only be done with current and future issues.

2. Full associate rights.

3. Full Social Rights

Section IV. Active Membership

This membership is obtained after probationary membership is complete.

1. Full voting rights.

2. Full associate rights.

3. Full social rights.

Section V. Semi-Active Membership

This classification shall not be permitted for more than one consecutive semester, unless approved by current executive board.

1. No voting rights.

2. No associate rights.

3. Full social rights.

Section VI. Non-Active Membership

This membership is obtained by giving up all active rights and duties. At any time, a non-active member may become active again.

1. No voting rights.

2. No associate rights.

3. Limited social rights, must be previously approved by current executive board.

Section VII. Graduated Alumni

A member has been active in the past and has graduated from UW-Stout.

1. No voting rights.

2. No associate rights.

3. Full social rights.

Section VIII. Termination of Membership

1. Members are brought before judicial board for reasonable cause.

A. Judicial board decides the cause is just.

2. Three-fourths vote by membership.

Article IV. Meetings

The Kappa Lambda Beta Co-ed Fraternity shall have weekly meetings at a predetermined time and place.

Article V. Officers

The elected officers shall be:

1. President

2. Vice President

3. Secretary

4. Treasurer

5. Sergeant at Arms

6. Assistant Associate Educator

Article VI. Executive Board

The Executive Board shall consist of:

1. President

2. Vice President

3. Secretary

4. Treasurer

5. Sergeant at Arms

Article VII. Judicial Board

Section I. Selection of Judicial Board

1. The judicial board shall consist of the Executive Board, the eldest active member, and the youngest active member.

A. If the member being brought to the Judicial Board is one of the members listed in Article VII. Section I., the next eldest member in line shall reside on the Judicial Board.

Section II. Rights and Responsibilities of Judicial Board

1. The Judicial Board may revoke the voting revoke the voting rights of any member with reasonable cause.

2. The Judicial Board may revoke the social rights of any member with reasonable cause.

Article VII. Advisor Section I. Advisor Duties

The advisors of KLB will maintain an active presence, attending meetings when possible and providing guidance and encouragement to the organization. Advisors will provide mentorship for fraternity members and assist the executive board in ensuring the quality of the fraternity’s organization, communication, and relationship, both internal and external.

Article VIII. Quorum

The quorum shall consist of three-fourths or more of active membership.

Article VIII. Amendments

The amendments of this constitution must be presented in writing at a regular meeting. Proposed amendments will be tabled for one week. A three-fourths vote of the total active membership shall be necessary to adapt the amendment.

**Kappa Lambda Beta Co-ed Fraternity Bylaws**

Article I. Monetary Policy

Section I. Membership Dues

1. Associate dues shall be $50.00 for the associate period.

2. Probationary and Active membership dues shall be $100.00 per semester or $180.00 for the year.

3. Semi-active membership dues shall be $35.00 per semester

4. Payment plans are available with arrangement between the member and the Treasurer.

5. A refund will not be distributed if a member changes their membership classification during a semester.

Section II. Other Fees

1. The member responsible for fines imposed upon the fraternity by the Inter Fraternity Council (IFC).

A. IFC representatives will pay fines for not attending IFC meetings.

B. Individual members are responsible for paying fines incurred by missing mandatory IFC functions.

Article II. Absences and Sanctions

Section I. Absences

1. Absences will be acceptable or unacceptable by executive board.

2. Excuses must be given prior to the function at hand.

Section II. Sanctions

Sanctions will be charged when a member is unexcused from a fraternity function such as but not limited to: rush events, IFC events, brotherhoods, socials (for at least an hour), etc. Each member starts a semester with no offenses.

1. First offense; warning by judicial board.

2. Second offense; two-week suspension of letters including all social rights, fraternity functions, excluding formal.

3. Third offense; loss of letters for remainder of current semester, including formal.

A. A one-month probation period will occur after reinstatement of letters, in which time the judicial board will determine if the member has proven themselves.

B. If the judicial board determines the member is not worthy, a final vote by membership will take place, at which time the member may lose their letters permanently.

Article III. Meetings

All members, no matter what classification, are permitted to give input at any type of meeting.

Section I. Order of Formal Meetings

1. Call Meeting to Order

2. Introduction of Visitors

3. Hoorah

4. Roll Call

5. Amendments to the Minutes

6. Words of Wisdom

7. Officer Reports

8. Advisor Reports

9. Standing Committee Reports

10. Old Business

11. New Business

12. Comments and Concerns

13. Announcements

14. DDOTW

15. Adjournment

Section II. Informal Meetings

Any committee chair for pertinent reason may call informal meetings.

Section III. Emergency Meetings

Informal or Formal emergency meetings shall be called at the discretion of the Executive Board.

Section IV.

Roberts Rules of Order shall be the governing conduct of all formal meetings.

Section V.

Formal meetings shall use Parliamentary Procedure.

Article IV. Election of Officers

Election process will begin four meetings prior to the end of fall semester.

Section I. Election Process

1. First meeting; nominations shall be held.

A. Nominations are tabled for one week.

2. Third meeting; nominees shall present a platform.

A. The nominee platforms; members shall have a question and answer with the nominee

B. After Article IV, Section I, 1, A of the Bylaws is complete, we will vote on members.

C. Each member is permitted to make one statement about each nominee.

3. Fourth and final forming meeting of the fall semester; new officers shall be in place.

Section II. Voting Process

1. Voting shall be done through secret ballot.

2. Nominee must have majority (at least 51%) of ballots to be elected.

3. Member must be present to vote.

4. Executive board is exempt from voting on issues excluding membership.

Section III. Officer Regulations

1. Members shall not serve over two consecutive, full terms in the same office

2. If a vacancy occurs, exempt Presidency (Article V. Section II. of Bylaws), an election to fill vacant office shall be held the following formal meeting.

3. Executive officers shall be elected to serve a one-year term.

4. An officer may be excused of their duties through the process in Article IV, Section IV.

5. Assistant Associate Educator will be elected at the second to last meeting of the current semester to take over at the end of current associate class.

6. Associate Educator shall be elected for a one-semester term.

Section IV. Officer Removal Process

1. Motion shall be presented in writing during a formal meeting by any active, non-executive, member and include:

A. Offence(s) of the accused.

B. Actual and potential Impact(s) of offence(s).

2. Motion shall be tabled one week pending investigation by the bilateral committee consisting of:

A. Youngest probationary member.

B. Three active members from separate associate periods appointed by committee chairperson.

i. Appointed by committee chairperson.

ii. Status confirmed by eldest active, non-executive, member shall reside as chairperson.

3. Bilateral committee will present findings to Judicial Board one half hour prior to the next formal meeting.

4. Judicial Board reserves the right to exclude any evidence not pertaining to the written motion.

5. Offending officer reserves the right to attend all formal proceedings regarding his or hers motion for removal

6. Bilateral chairperson will present relevant facts found to General Membership Offending officer reserves the right to defend him or herself against all evidence and accusations presented.

7. Three-Fourths of the total Probationary and Active membership is required for the removal of an officer.

Article V. Elected Officer Responsibilities

Section I. Presidency Office

1. Member shall act as President of the fraternity and be the presiding officer at all formal and informal meetings.

2. Member shall be the chairperson of the Executive Board.

3. Member shall call all special meetings by informing, or designating a member to do so, all Probationary and Active membership of such meetings at least twenty-four hours in advance.

4. Member shall appoint standing committees.

5. Member shall represent the fraternity at all president’s council meetings.

6. Member shall have equal control over monetary transactions as the Treasury Office.

Section II. Vice Presidency Office

1. Member shall assume all duties of presidency office in the event the presidency office becomes vacant due to resignation or removal.

A. Member shall hold this position until the next general elections.

2. Member shall assume the duties of any officer not present at any meeting.

3. Member shall oversee all standing committees.

4. Member shall handle all risk management issues and procedures.

Section III. Secretary Office

1. Member shall keep minutes of general, special, and executive meetings.

2. Member shall keep on file all records and forms of the fraternity.

3. Member shall keep and issue all necessary forms of the fraternity.

4. Member shall carry on the fraternity’s correspondence and keep duplicates of such correspondence on file.

5. Member shall make and send all official notes as directed by the president.

6. Member shall keep abreast of all changes of address of the membership

Section V. Treasury Office

1. Member shall distribute all money of the fraternity, when authorized by membership at a meeting or a stating committee chair.

2. Member shall keep a double entry ledger of all receipts and disbursements.

3. Member shall create and submit a balance sheet at all formal meetings.

4. Member shall receive and collect all assignments, fees, dues, charges, and all other money of the fraternity.

Section V. Sergeant at Arms

1. Member shall be responsible to keep order at all meetings.

2. Member shall oversee completion of Executive Board’s appointed duties.

3. Member shall reside as Parliamentarian at all meetings.

4. Member shall maintain an updated copy of the fraternity’s constitution at all meetings.

5. Member shall initiate any disciplinary action warranted by the constitution, Bylaws, Judicial Board, or Executive order.

6. Member shall retain a copy of Roberts Rules of Order at all formal

Meetings and follow order procedures within, or as revised in the Constitution or Bylaws.

7. Member shall reside as chairperson of the Judiciary Board.

Section VI. Associate Educator

1. The Associate Educator has the right to revoke associate rights from any member at any time they deem it necessary.

2. The Associate Educator has the right to grant associate rights to any member at any time they deem it necessary.

3. The Associate Educator is responsible for teaching associates the history of the fraternity; plan and control associate events, and educating the Assistant Associate Educator how to be the Associate Educator.

Article VI. Standing Committees

The Chairperson of each Standing Committee is responsible for all committee duties. The Chairperson has the power to delegate the responsibility to their committee. Chairperson must also attend every meeting.

Section I. Committee Membership

1. All Standing Committee members shall be Probationary, Active, or Semi-active

2. All chairpersons shall be Active or Semi-active.

3. Assistant chairs shall assume all responsibilities if Chairperson is unable to perform their duties.

4. All Chairs (Article V. Section III. 5 of Bylaws), shall appointed each fall semester and remain the chairperson for the academic year.

Section II. Fundraising

1. The Committee shall display ways in which the fraternity can earn money.

2. The Committee shall plan and run the following but are not limited to: Ice Softball, Rock-a-Thon, and Commencement Day Flower Sales.

Section III. Historian

1. The Committee shall keep a written and pictorial record of all events the fraternity participates in.

2. The Committee shall keep records of and remain in contact through at least a bi-monthly newsletter, with all fraternity Alumni.

3. The Committee shall perform an Awards and Recognition Ceremony each spring semester.

Section IV. Quartermaster

1. The Committee shall collect and store all fraternity belongings.

2. The Committee shall take orders for the fraternity items and place them with the proper company.

A. A member may not order any fraternity paraphernalia unless all dues are up to date.

3. The Committee shall be in charge of the fraternity composite, taken in the spring semester, for the Executive Board of the previous fall semester.

Section V. Rush

1. The Committee shall oversee all preparations for each semester’s rush period.

2. The Committee shall share responsibility with Public Relations Committee for creating, publication, and disbursement of all rush advertisements.

3. The Committee shall be responsible planning and executing all rush events.

4. The Committee shall be responsible for maintaining contact with all rushees during the entire rush period.

5. The Committee shall be responsible for making a preliminary evaluation of rushees to the fraternity for a vote of approval into the Associate period.

Section VI. Public Relations

1. The Committee shall be responsible for planning, contacting, and executing all of the fraternity’s community service projects; including but not limited to fall and spring yard clean up, Adopt A Highway clean up, and Humane Society work.

2. The Committee shall be responsible for making all means of recognition (including the Student Organization Center) aware of our events.

3. The Committee shall be in charge of marketing the fraternity and all its activities.

Section VII. Social

1. The Committee shall be in charge of scheduling, organizing, and preparing all social events of the fraternity.

2. The Committee shall be responsible for organizing and making known to the fraternity of all functions with a social nature.

3. The Committee shall be responsible for planning and executing all activities of the fraternity including but limited to:

A. Spring Formal.

B. Any holiday parties the fraternity chooses to celebrate.

C. A celebration of Founder’s Day.

4. The Committee shall be responsible for delegating sanitation of the fraternity house before and after any socials.

Section VIII. Inter Fraternity Council (IFC)

1. The IFC Senior and Junior representatives shall attend all IFC meetings.

A. If unable to attend the representative will find a replacement or pay fee imposed by IFC

2. Both IFC representatives shall report IFC minutes to membership at all formal meetings.

3. Both IFC representatives shall hold any committees imposed by IFC Executive Board.

Section IX. Membership

1. The Associate Educator and Assistant Associate Educator shall reside as this committee. If there is a need for more members on this committee, Associate Educator shall appoint the necessary members.

2. The Committee shall administer a new program, which shall include but not be limited to; University academic programs, fraternity history, overview of our Greek community, and Drug and Alcohol Awareness education.

Section X. Organizational Competition

1. The Committee shall plan, organize, and set forth any competition between organizations. This shall include but not limited to; Homecoming and Greek Week.

2. The Committee shall keep ongoing communication with our partner organization prior to and during Homecoming week.

3. The Committee shall attend any and all meetings regarding organizational competition, or find a replacement to attend for them.

Section XI. Website

1. The Committee shall make bi-weekly updates to the website provided by the university. The website shall include but is not limited; Current positions of membership, a schedule of fraternity events, and alumni address book.

2. The Committee shall follow all policies and guidelines set forth by the university.

Section XII. House

1. The Committee shall be responsible for publicizing to the fraternity all events happening at the house.

2. The Committee shall be responsible for delegating sanitation for fraternity events, other than socials, happening at the fraternity house.

3. Members of the house or House Committee are not exempt from sanitation.

4. Any House rules that may be broken shall be reported to Sergeant at Arms for appropriate disciplinary action.

5. The Committee shall be responsible for locating a new house due to expansion or relocation.

Section XIII. Ad Hoc

1. The Committee shall handle any duties that do not fall under any other committee.

2. Executive board shall appoint the Ad Hoc Committee at the time it is necessary.

Article VII. Amendments

Section I.

Any and all amendments to the Bylaws shall be presented to the fraternity in writing at a formal meeting. Proposed amendments shall be tabled for one week. A three-fourths vote of the total active membership is required in order to accept the amendments.