

# **CONSTITUTION of TAU KAPPA EPSILON Rho-Kappa Alumni Association**

## **Article I. Name**

The name of this alumni association is the Tau Kappa Epsilon, Rho-Kappa Alumni Association also known as TKE, Rho-Kappa Alumni Association hereafter the "Alumni Association" or the "Association."

## **Article II. Purpose and Certification**

### **Section 1. Purpose.**

The purpose of The Association shall be to promote the principles of Tau Kappa Epsilon among alumni members and the entire fraternity. This shall be accomplished through such activities as this Alumni Association may deem desirable.

### **Section 2. Annual Certification.**

The Alumni Association shall endeavor to obtain certification from Tau Kappa Epsilon as outlined in The Black Book.

## **Article III. Membership**

### **Section 1. Size.**

It shall be the aim of this alumni association to maintain a sufficient number of active members to achieve and sustain the purpose of this alumni association.

### **Section 2. Membership.**

**A.** Membership in this alumni association shall be granted to all Fraters of Rho-Kappa Chapter no-longer enrolled at Longwood College.

**B.** By majority vote of the active alumni association members at an alumni association meeting, any Alumni or Honorary Frater who does not fall within the above description may be granted membership into this association.

### **Section 3. Membership Records.**

This alumni association shall keep an electronic database of its past and present members.

## **Article IV. Officers, Directors & Class Secretaries**

### **Section 1. Titles.**

Prytanis (President), Epi-Prytanis (Vice-President), Grammateus (Secretary), Crysophylos (Treasurer), Histor (Historian, Newsletter Editor), Hypophetes (Chaplain), Pylortes (Sergeant-at-Arms), Director, Class Secretaries.

**A.** Officers shall be elected.

**B.** Officers need to be contributing Members of the Association, or receive a special derogation from the sitting officers for reasons of financial hardship. Officers failing to meet the minimum financial contribution or obtain derogation will be deemed to have resigned that office. Candidate Officers will not be allowed to run. Contributions may be made as late as the day of the election.

**C.** Officers and Directors must have working e-mail accounts.

**D.** Directors, Class Secretaries, other officers and/or committees are appointed by the Prytanis

and approved by the elected officers, who when meeting collectively shall be called the executive committee.

### **Section 2. Term of Office.**

**A.** The officers of this Alumni Association shall be during the first meeting of the calendar year and serve for one year. Terms are renewable. An officer with two unexcused absences at scheduled meetings or annual gathering(s) will be deemed to have resigned that office.

**B.** Directors and Class Secretaries are nominated by the Prytanis for two (2) year terms.

**C.** A single frater cannot concurrently hold any combination of the offices of Prytanis, Epi-Prytanis, or Crysopholos (The Big Three). A Frater who holds one of The Big Three offices, and wishes to run for one of the remaining two offices, must resign his current office prior to the next election. Other positions (elected or appointed) can be concurrently held by a single frater.

### **Section 3. Nomination Committee.**

The nomination committee shall be made up of a chairman (appointed by the Prytanis, and approved by the alumni association) and members the chairman of the nomination committee selects. The nomination committee chairman will, one month before elections, report out a slate of officer candidates. On the date of the election, nominations may be taken from the floor.

### **Section 4. Voting.**

A majority of the alumni members present and voting, including proxies, shall be required to elect each officer. The ballots are to be counted by the nomination committee, and the results are to be announced immediately

### **Section 5. Installation.**

The officers may be installed in the formal ritual ceremony set by Tau Kappa Epsilon at the discretion of the sitting-Prytanis or the Prytanis-elect.

### **Section 6. Proxy Voting.**

Proxy voters need to be contributing members of the Association. Proxy voting by mail ballots or by proxy ballots brought by another alumni association member shall be allowed, upon certification by the nomination committee. Voting by way of the Internet shall be allowed upon adoption of a reliable means to do so.

### **Section 7. Vacancies of Office.**

In the case of a resignation of an elected officer, the alumni association shall elect a replacement at the next regular meeting. The Prytanis may appoint a replacement for the interim.

### **Article V. Duties of Officers**

#### **Section 1. Prytanis (President).**

**The Prytanis shall:**

**A.** Serve as the presiding officer at all association meetings and at meetings of the executive committee.

**B.** Coordinate the functions of all alumni association officers and committees with the assistance of the Epi-Prytanis.

**C.** Appoint such committees as are necessary to carry out the program of the alumni association.

**D.** Appoint Directors and Class Secretaries from as wide a representation of classes as feasible.

**E.** Insure that the alumni association is operated in conformity with the principles set forth in the National Constitution, and this Constitution.

**F.** Be responsible for the creation of an annual report of the associations activities. The report shall be sent to Tau Kappa Epsilon Fraternity Headquarters.

#### **Section 2. Epi-Prytanis (Vice-President).**

**The Epi-Prytanis shall:**

**A.** Plan and coordinate the membership program of the alumni association with Histor.

**B.** Coordinate committees, serve as an ex-officio member of all committees..

**C.** Plan and coordinate the service and fellowship program(s) for alumni association gatherings.

**D.** Perform all presidential functions in the absence of the President.

### **Section 3. Grammateus (Secretary).**

**The Grammateus shall:**

- A. Maintain an accurate record of alumni association meetings, and the executive committee meetings.**
- B. Maintain the Membership list in coordination with the Histor.**
- C. Carry on necessary correspondence on behalf of the alumni association.**
- D. Record all amendments and corrections to the bylaws.**
- E. Maintain the official copy of the constitution and bylaws and bring to all functions of the Alumni Association.**
- F. Post a copy of the bylaws on Association's Webpage**

### **Section 4. Crysophylos (Treasurer).**

**The Crysophylos shall:**

- A. Receive and disburse the funds of the alumni association in a prudent manner.**
- B. Maintain an accurate record of all alumni association transactions.**
- C. Develop the alumni association budget for approval by the association, and strive to insure that the budget plan is followed.**
- D. Apply to the Internal Revenue Service for tax exemption status, if the association so votes.**
- E. Insure that all financial forms and reports prescribed by federal and state laws are filed as required.**

### **Section 5. Histor (Historian, Newsletter Editor).**

**The Histor shall:**

- A. Provide timely information concerning activities of the alumni association to the members and friends of the association.**
- B. Plan and coordinate the membership program of the alumni association with Epi-Prytanis.**
- C. Maintain the Membership list in coordination with the Grammateus.**
- D. Publish the Newsletter**

### **Section 6. Hypophetes (Chaplain).**

**The Hypophetes shall:**

- A. Conduct ritual meetings.**
- B. Head the Philanthropic efforts of the Alumni Association.**

### **Section 7. Pylortes (Sergeant-at-Arms).**

**The Pylortes shall:**

- A. Keep order at meetings.**
- B. Liaison with chapter regarding Chapter House (when applicable).**

### **Section 8. Directors.**

**Directors are the "Senators" of the Alumni Association, they provide continuity of purpose and to the best of their abilities shall:**

- A. Commit to attend association and executive committee meetings.**
- B. Present Tau Kappa Epsilon favorably to the public.**

### **Section 9. Class Secretaries**

**Class Secretaries are the "Representatives" of the Alumni Association, they represent the interest of the membership at large and to the best of their abilities shall:**

- A. Assist with the maintenance of Alumni records, by staying in touch with his graduating class and his initiation class.**
- B. Stimulate attendance at the social events (Red Carnation Ball, Teke Summer Fling, &c.)**

### **Section 10. All Officers.**

**All officers shall, in addition to their stated duties, perform such duties as their offices or the alumni association may require.**

## **Article VI. Meetings**

### **Section 1. Regular Meetings.**

This alumni association shall have at least two meetings per year.

### **Section 2. Special Meetings.**

Other special meetings shall be called upon the written request of one-third of the alumni association members, or at the discretion of the Prytanis or Executive Committee. Adequate notice of such meetings shall be provided to the association members.

### **Section 3. Quorum.**

It shall be the responsibility of the membership to attend the biannual meetings. Quorum shall consist of a reasonable number of association members, and shall be assumed present unless challenged. No business shall be conducted unless a quorum is present.

### **Section 4. Voting.**

Only alumni association members shall be allowed to vote at meetings. Proxy or absentee voting shall be allowed for alumni association officer elections, using association approved ballots.

### **Section 5. Rules of Order.**

The business of the alumni association shall be conducted by the latest edition of Robert's Rules of Order, at the discretion of the Prytanis.

## **Article VII. Suspension**

### **Section 1. Suspension.**

The suspension charges are to be given to the executive committee, the brother will then be given an opportunity to answer the charges. The executive committee will then vote whether to recommend suspension to the alumni association. Such a recommendation shall be presented at the next regular association meeting, where the brother under suspension consideration, be allowed to answer the charges filed against him/her. No proxy or absentee ballots are permitted.

## **Article VIII. Dues**

### **Section 1. Amount of Dues.**

Dues are voluntary for Members, Directors, class Secretaries, mandatory for Officers. The suggested amount of the dues: Teke Club (\$1-24), Fraters Club (\$25-49), Rho-Kappa Club (\$50-74), Alumni Club (\$75-99), Founders Club (\$100+), Apollo Club (\$250+) and Zeus Club (\$500+).

### **Section 2. Payment.**

Dues are collected during the Annual Giving Campaign. Donations are welcome at any time of year. Donors will be recognized in the newsletter and/or the Association's website [www.TKEcentral.com](http://www.TKEcentral.com).

## **Article IX. Amendments**

### **Section 1. Amendments.**

This constitution may be amended by a two-thirds vote of the active members of the alumni association in good standing at a regular alumni association meeting, provided that the amendment was proposed at the previous meeting.

### **Section 2. Ratification.**

This constitution shall become effective upon acceptance by a vote of two-thirds of the active alumni association members present at a regular alumni association meeting.

### **Section 3. Effective Date.**

**This constitution, approved unanimously at the regularly scheduled Spring Meeting, shall supersede all previous constitutions of this Alumni Association and shall have full force and effect from and after Saturday 13 April, 2002.**

**Constitution drafted by Sebastian Völcker assisted by Will Birdsong and John Monihan.**