

Nu Alpha Kappa Fraternity, Inc.



Men of Mind - Men of Culture - Men of Pride

Lambda Chapter

Official Constitution

2022-2023

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(Last Revised: September 2022)

Preamble and Statement of Purpose

Nu Alpha Kappa Fraternity, Inc. (NAK) at the University of California, San Diego is a student-run, non-profit organization committed to support the community. As brothers of Nu Alpha Kappa Fraternity, we have been trusted with the responsibility to seek knowledge, retain our cultures, and foster eternal brotherhood. It is with great honor and pride that we defend our ideologies through various actions. We confront culture shock and all other difficulties of adjusting to UC San Diego's unique environment. This is achieved by fostering a family away from home through the promotion of our goals.

Our primary goals are to emphasize academic excellence, carnalismo, and all cultures. Nu Alpha Kappa Fraternity, Inc. achieves the desired goals by emphasizing activities and services designed for the empowerment of underrepresented individuals in our community. As Men of Mind, Men of Culture, and Men of Pride, we aspire to open doors for our Hermanos and Hermanas. This is to be done by presenting opportunities to grasp the idea that higher education is possible for all.

Maintaining our culture is a goal that Nu Alpha Kappa Fraternity, Inc. holds dear to its heart. We are at the forefront of an organization where all underrepresented students can actively participate and be heard at this collegiate institution. Nu Alpha Kappa Fraternity, Inc. is a Greek organization that has been molded to accurately represent all the underrepresented cultures. Despite our strong commitment to Latino culture, Nu Alpha Kappa Fraternity, Inc. welcomes individuals of all cultures to our brotherhood.

We, Nu Alpha Kappa Fraternity, Inc. have the dedication and drive to become professional men, and always give back to nuestra gente no matter where we go.

Article I: Constitutional Amendments and Additions

- A. An Amendment to the Constitution requires a 2/3 ratification vote by the Active Body.
- B. Any addition to the Articles requires a 3/4 ratification vote by the Active Body.
- C. Grammatical and structural changes, which do not change the meaning of this Constitution, do not need to be ratified by an Active Body vote.
- D. **The organization shall be called Nu Alpha Kappa Inc. at UC San Diego.**

Article III: Nonprofit Statement

Nu Alpha Kappa Inc. at UC San Diego is a non-profit student organization.

Article IV Section A: Membership

- A. This Fraternity is free to recruit and accept new members without regard to race, ethnicity, religion, national origin, disability, sexual orientation or gender expression.
- B. Membership is limited to undergraduate students of the University of California, San Diego, unless unanimously approved by the Active Brothers of this Chapter.
- C. Prospective members must meet all criteria established by the National Executive Board and Chapter Executive Board to be eligible for membership.

D. No brother of this Fraternity shall become a member of any other social fraternity.

Article IV Section B: Hazing Prevention

Nu Alpha Kappa is committed to maintaining a safe, inclusive, and respectful environment for all its members and does not condone hazing. Hazing, in any form, is strictly prohibited within the organization in compliance with state and federal law, Regents' policies and University regulations. Participation in hazing or any intentional, knowing, or reckless act, activity, or method committed by a person (whether individually or in concert with other persons) against another person or persons, including current, former, or prospective students, regardless of the willingness of such other person or persons to participate, that is committed in the course of a preinitiation, an initiation into, an affiliation with, or the maintenance of membership in, an official or unofficial student organization or other student group that i. causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury, including personal degradation or disgrace, and/or ii. the person knew or should have known was likely to cause serious bodily injury. As an organization, we understand that failure to abide by hazing policies and laws will result in referral to the Center for Student Accountability, Growth, and Education (SAGE) for an organizational violation and/or individual violation(s).

Article IV Section C: Brotherhood Dues

- A. Membership dues are monetary amounts paid to the Chapter to obtain Active membership status. These dues must be paid in compliance with the dates assigned annually by the National Executive Board.
- B. The National Insurance Fee is \$250 per academic year.
 - i. Option 1: Pay the full \$250 of National Insurance Fee by Sunday of Week 3, Spring Quarter, for all brothers who will be enrolled the next academic year.

- ii. Option 2: Pay three even payments of \$83.33 of this fee due by Sunday of Week 3, for 3 consecutive quarters, starting Spring Quarter prior to the next Academic Year excluding summer.
- iii. This Fee may be reimbursable depending on participation in chapter activities during the year
 - a. Reimbursement to be voted upon by the Outgoing Chapter Executive Board at the conclusion of every academic year.
- C. Chapter Dues are \$75 per quarter.
 - i. This money is to be used as operational funds, at the discretion of the Active Brothers of the Chapter
- D. Each brother is responsible for paying all monetary obligations by the established deadlines one month after the initial amount is requested.
- E. Brothers who fail to pay these dues will be placed in Inactive status for the academic quarter
 - i. Brothers who are unable to make this payment must contact the treasurer to request an extension one week before the deadline.

Article IV Section D: Brotherhood Status and Conduct

- A. The minimum requirements to obtain each level of membership shall be clearly defined by the Constitution. Brotherhood status is ultimately at the discretion of the Judicial Board and the Chapter Executive Board.

B. Active Brother or Inactive Brother status must be declared by the end of the tenth week of the previous quarter. Without a notification, a brother will be considered Inactive without valid reason and subject to all related fees.

C. Active Brother

Active Brothers are those who fulfill the following requirements:

- i. 2.5 or above GPA
 - ii. Enrolled in at least eight (8) units of credit at UC San Diego
 - iii. Participation in, and attendance of all mandatory events
 - iv. Payment of all monetary obligations to the Chapter
 - v. In good standing with the University, Lambda Chapter, and Nu Alpha Kappa Fraternity
 - vi. Knowledge of Robert's Rules of Order
- a. Benefits of being an Active Brother are, but not limited to:
- vii. Voting rights at all meetings
 - viii. Allowed to attend all Nu Alpha Kappa sponsored events

D. Alumni Brother

Alumni brothers are those who fulfill the following requirements:

- i. Completion of a BS/BA degree or higher, at the University of California, San Diego, or any accredited institution
- ii. Payment of all monetary obligation to the Chapter
- iii. Alumni brothers will be governed under the Constitution and all other regulations set by the University of California, San Diego Alumni Association Incorporated
- iv. Alumni Brothers are allowed to attend Nu Alpha Kappa Fraternity sponsored events, and are allowed to wear and display Nu Alpha Kappa Fraternity paraphernalia

E. Inactive Brother

Inactive brothers are Brothers under the following circumstances:

- A. Obtain a GPA between 2.0 and 2.5
- B. Must pay National Insurance Fee regardless of circumstance
- C. Cannot attend any NAK-sponsored events.

- D. Decisions for status and related sanctions will be at the discretion of the Active Chapter.
- a. In order to voluntarily become an Inactive brother, the Brother must speak to the judicial board to receive approval of request
 - E. Legitimate reasons for becoming an Inactive brother include, but are not limited to academic difficulty, health, and family issues
 - F. Promotion from Inactive to Active Brother status requires the following:
 - G. An appeal hearing must be had with the judicial board and brothers will be instructed to speak with the chair that oversees their reason for going Inactive
- b. An Active Brother who is asked to go Inactive by the Chapter Executive Board for a legitimate reason must be passed by a $\frac{2}{3}$ vote of the active chapter
- c. An Active Brother who is asked to go Inactive by the Chapter Executive Board for misconduct will be required to pay a fifty dollar (\$50) fine
 - H. Misconduct includes and is not limited to violations of the student code of conduct outlined by the Office of Student Conduct.
- d. Other forms of misconduct are at the discretion of active chapter and in order to be passed requires a $\frac{2}{3}$ vote of the active chapter
 - x. This fine may be waived at the discretion of the Judicial Board
- e. To go inactive status, the Brother must write a written explanation as to why he wants to go inactive and if done they will receive a reduced fine - subject to the board's discretion.

F. Dishonorable Brother

Brothers will be deemed dishonorable by the founding reasons:

- i. Brothers may be fined, suspended, sanctioned, and/or demoted to Dishonorable Brother status at any time by a $\frac{2}{3}$ vote of the act

- ii. Violation of Oath, National Constitution, National Risk Management Manual, or Chapter Constitution
- iii. Suspension from the University for Disciplinary Action
- iv. Failure or refusal (period greater than 21 days) to pay off debts to the fraternity without being excused by treasurer or sergeant
- v. Use of illegal substances
- vi. Any other reason deemed worthy of disciplinary action, at the discretion of a $\frac{2}{3}$ vote by the active chapter
- vii. Any Brother may receive this status through unanimous vote by the Judicial Board and a three-fourths vote by the active body

In extreme cases, a Brother may be placed on Dishonorable Brother status for an indefinite time period, through the same voting process

The consequences of Dishonorable Brother status include, but may not be limited to:

- viii. Suspension from any NAK event without written permission to attend by the Judicial Board

Promotion to Active Brother or Inactive Brother status requires but is not limited to the following:

- ix. Written appeal to the Judicial Board
- x. Written proof of correction of the offense(s)
- xi. Completion of all implemented sanctions established by Judicial Board

F. Voting Rights

In accordance to the Voting Rights outlined in Article IV, additional voting provisions are outlined in Article V

- i. Brothers who have satisfied the minimal requirements of Active status are given the privilege of a full vote
- ii. Inactive brothers shall not have a vote
- iii. In the case of Chapter Elections and Constitutional Amendments, a full vote will be given to all Active Brothers present during the vote
- iv. The Chapter Advisor and Alumni Advisor is given a full vote

G. Graduating Brothers

- i. To receive a sash, the brother must have no debt to the Chapter and must have been an Active Brother for a minimum of three (3) consecutive quarters.
 - ii. Graduating Brothers who wish to receive a sash paid by the chapter must also turn in a Nu Alpha Kappa Fraternity Resume to the Chapter Executive Board a quarter prior to graduation
 - a. The decision to award a chapter paid sash is at the discretion of the Chapter Executive Board
 - iii. The Dong-Adan Exception: Recently initiated brothers who will be unable to complete three consecutive Active quarters prior to walking or graduation will be eligible for a sash if they remain Active for all possible remaining quarters.
- I. Brothers facing disciplinary action shall be notified in writing by the Judicial Board at least one week in advance. The Brother will then have the right to defend himself within one week before any action is taken.
- i. In extreme cases, the Judicial Board reserves the right to implement any sanction without a week notice
Sanctioned Brother will have a week to appeal the Judicial Board's decision
- J. All Brothers must conduct themselves in a professional and responsible manner at ALL times. Failure to do so may result in discharge to Dishonorable Brother status.

Article V: Meetings

Meetings will occur at the chapter to oversee chapter activities and function. These will also be an opportunity to collaborate, discuss, and introduce any new ideas that the chapter may intend to pursue. These are also opportunities for the public to voice a presentation and share their activities or share their concerns over any conduct of the chapter. Time can be spent on chapter development, external presentations, procedural analysis, or any other chapter conversations.

- A. Chapter Executive Board meetings shall be held weekly
 - i. Meetings are open to all brothers, but it shall not be a participatory meeting. Only Chapter Executive Board members have voting rights and inputs in meetings, unless given permission to speak by the President
 - ii. Shall be held no later than two days prior to the general body meeting
- B. General Body meetings shall be held weekly
- C. Additional meetings may be called by the Chapter Executive Board as deemed necessary
 - a. A three day notice needs to be given prior to such meetings
- D. A general body meeting will be held at all retreats.
 - i. Retreats can hold to opportunity to hold special elections, as long as active members were given notice to place votes
- E. All Brothers (Active or Alumni) attending any meeting may be fined according to Article XI.
- F. Meeting attire will consist of:
 - i. Black polo with the official NAK emblem on the upper left hand side
 - ii. Black/khaki slacks with professional belt
 - iii. NAK Paraphernalia is optional, however they do not substitute the items mentioned above
 - iv. The first meeting of every month will consist of formal meeting attire: tan khakis, white dress shirt, red tie, black dress shoes, and black belt

Article VI Section A: Judicial Board

**Only registered UC San Diego students may hold office in the organization.
Only registered UC San Diego students may vote in elections for the selection of the organization's officers.**

The Chapter Judicial Board shall serve as a governing authority in interpreting this Chapter Constitution. The Chapter Judicial Board shall be responsible for upholding the provisions in this Constitution:

- A. The Chapter Judicial Board shall consist of the following members:
 - i. Vice President
 - ii. Treasurer
 - iii. One representative from each Active Brother Class
- B. The Judicial Board shall govern under its own Constitution and governing body, independent of the Chapter Executive Board.
 - i. The constitution of the judicial board will be at the discretion of the board itself
- C. The Judicial Board must meet at the first meeting of every quarter to review statuses of Brothers based on the requirements of membership outlined by Article III.
- D. The Judicial Board must meet a minimum of once per quarter to review the constitution and bylaws and make amendments or changes to be approved by the chapter through standard voting procedure.

Article VI Section B: Chapter Executive Board

The Chapter Executive Board (CEB) is the executive governing body for all operations of Lambda Chapter, abiding to the laws outlined by the Constitution and Bylaws, and to challenge chapter operations. Responsibilities of the CEB and its individual members shall be described below:

- A. The Chapter Executive Board shall consist of the following executive positions:
 - i. President
 - ii. Vice President (Internal and/or External)
 - iii. Secretary
 - iv. Treasurer
 - v. Sergeant at Arms
 - vi. Intake Director
 - vii. Intake Educator
- B. The Chapter Executive Board shall be responsible for the general operations of the Lambda Chapter including but not limited to:
 - i. The management of the Committee Chairmen, Emergency Protocol, Chapter Compliance and all other provisions
 - ii. Setting policy and protocol for the function of Meetings and Events
 - iii. Maintaining the partnerships and relationships with campus departments, organizations, and other UC San Diego affiliated groups and their liaisons
 - iv. Establish regular meetings to make progress on the chapter direction
 - v. Providing periods of transition and allowing shadow activities to occur before the next board begins their terms

C. President

The President shall be responsible for the following:

- i. Chapter oversight and facilitation of Chapter Executive Board responsibilities and duties

- ii. Filling any officer's position if the officer is unavailable to attend NAK-related events
- iii. Appointing committee chairs with brothers' acceptance, Liaison to National Executive Board (NEB) and National related affairs
- iv. Any other duties and responsibilities that the president has agreed to fulfill with the consent of the chapter
- v. Any other duties and responsibilities that the president needs to complete in case another CEB member cannot fulfill a responsibility, with the consent of the rest of the chapter

D. Vice President

The Vice President shall be responsible for the following:

- i. Collaborating with the President and ensuring all Chapter functions are successfully fulfilled
- ii. Inheriting all the responsibilities and duties of the President in his absence
- iii. Judicial Board Chairman, acting as head Judicial Board member in charge of making meetings and consulting with the rest of the Judicial Board as described in Article
- iv. Managing all Risk Management Programs
- v. Attend National Leadership and Development Conference (NLDC)
- vi. Liaison to the UC San Diego organizations and community members
- vii. Ensuring all NAK events and activities are properly and adequately advertised
- viii. Any other duties and responsibilities that the vice president has agreed to fulfill with the consent of the chapter

E. Secretary

The Secretary shall be responsible for the following:

- i. Recording the minutes of the general body and Chapter Executive Board meetings
- ii. Take photographs at all NAK-related events, delegate photo-capturing responsibilities, and consolidate photos into one comprehensive shared location

- iii. Creating and maintaining Chapter document templates, graphic material, and any other digital documentation tasks
- iv. Maintaining an updated contact list of all members, alumni, professionals and affiliates
- v. Establish proper meeting procedure and direct meetings in coordination with the Sergeant at Arms
- vi. Facilitating all paperwork requests
- vii. Facilitating all reservation requests, including but not limited to classrooms, UC San Diego Library Walk spots, and Raza Resource Centro
- viii. Maintaining the online documentation, shared management, and communication systems including but not limited to the Google Drive, Slack, National Executive Board Google emails, and

F. Treasurer

The Treasurer shall be responsible for the following:

- i. Maintaining the NAK Treasury up to date
- ii. Ensuring that the necessary steps be taken for the request of funds from AS-UC San Diego
- iii. Informing the Chapter Executive Board and general body of all financial expenditures
- iv. Collecting and reimbursing all dues, fines, and other payments
- v. Keeping an electronic copy of all Chapter account activity, including receipts and bank account statements
- vi. Shall not deal with money owed to brothers without a receipt

G. Sergeant at Arms

The Sergeant at Arms shall be responsible for the following:

- i. Collecting fines and dues from brothers along with the Treasurer
- ii. Keeping an updated Brother attendance sheet of all mandatory events
- iii. Turning in an updated fine listing at the beginning of each general body meeting
- iv. Mediating as necessary during meetings
- v. Following Robert's Rules of Order to maintain order during meetings

- vi. Fines will be issued during meetings and mandatory events in accordance with the fining rubric outlined in Article IX Section B
- vii. Has the authority to implement fines and/or strikes at their discretion in accordance to Articles IX
- viii. If the Sergeant fails to fulfill duties then the position will be reassigned through elections.

H. Director of Intake Process

The Director of Intake Process shall be responsible for the following:

- i. Coordinating new member intake (Intake Process) activities and events
- ii. Present a structured Intake Process proposal
- iii. Present brothers with plan for activities and events a week prior
- iv. Oversees the conduct of brothers during Intake Process
- v. Must attend National Leadership and Development Conference (NLDC)
- vi. Shall serve as Intake Committee Chairman
- vii. The Intake Committee shall consist of the Intake Director, President, Intake Educator for making personal Little Brother and Big Brother pairs.
- viii. Shall be part of the Chapter Executive Board only throughout the duration of the intake process
- ix. Director of Intake shall have absolute control with decisions involving the intake process
- x. Any decision made by the Director of Intake may be overruled by a three-fourths vote by the active chapter
- xi. Must be certified and recognized by the National Executive Board
- xii. Must be (CPR)/First Aid certified through an accredited program
- xiii. Emergency/Risk Management plan of action should be made as well as distributed to the active chapter

The official Lambda Chapter Crossing sweater shall consist of:

- i. Black Sweater
- ii. Red letters with a White inner outline, and a Red outer outline
- iii. Identifying greek letters with chapter, class, and NAK number in bronze on the right shoulder

I. Intake Educator

The Intake Educator shall be responsible for the following:

- i. Informing Intake Class of expectations, responsibilities, and rules of conduct during the intake process.
 - ii. Disseminating information to Intake Class
 - iii. Monitoring the actions and activities of the Intake Class
 - iv. Contributing to the Intake Committee
 - v. Providing any additional assistance to the Director of Intake Process
 - vi. Enhancing communication amongst Intake Class
 - vii. The Intake Educator will serve as Director of Transition Process with the Vice President to present Risk Management Manuals to newly initiated Brothers.
 - viii. Any decision made by the Intake Educator may be overruled by a three-fourths vote by the active chapter
- J. The chain of command will be as follows: (With the exception of Intake Director is top of the chain during process)
- i. President
 - ii. Vice President
 - iii. Secretary
 - iv. Treasurer
 - v. Sergeant at Arms
 - vi. Director of Intake Process
 - vii. Intake Educator
- K. To hold a Chapter Executive Board position, the brother must retain Active member status throughout their term.
- i. Failure to do so will result in his immediate resignation, and the reelection of the position
 - ii. If a brother is to leave office prior to the end of his term for an excusable reason, a second election is to be held prior to the beginning of the next consecutive quarter
- L. All Chapter Executive board members must maintain an active record of activities or events planned during their term.
- M. Any intended action taken by the Chapter Executive Board must be ratified by the active general body through a majority vote.

- N. The Chapter Executive Board must turn in a quarterly state of the chapter written report, due at the first general body meeting of every quarter.
 - i. Report is to include an analysis of the previous quarter to highlight areas of strength and weaknesses (effective Fall 2019)
- O. When a vote has been established, the President has no vote
 - i. The President may only vote to break a Chapter deadlock
 - ii. This procedure includes voting during General Body meetings, Chapter Executive Board meetings, and during Elections

Article VI Section C: Committee Chairmen

The Committee Chairmen are created and disbanded as the needs of the chapter changes over time. These members assign themselves to take charge of a Lambda chapter project. This could pertain to Lambda Chapter activities that are aligned to the chapter's philosophy. The responsibilities of the Committee Chairmen are shall be described below:

- A. Chairmen shall have voting powers.
- B. Chairmen may form Committees as they see necessary to carry out the duties outlined by this Constitution and upon approval of the Chapter members
- C. Chairmen shall report directly to their assigned Executive Board officer
- D. All Chairmen are to submit planning and budget reports for their events
- E. All Committee Chairmen must fill out their respective documentation no less than a week during their term as Committee Chairmen
- F. Documentation includes but is not limited to the following items:
 - i. Title and description of the project
 - ii. Mission, Purpose and Goals of the project
 - iii. Materials and Budget Sheet of proposed spending
 - iv. Plans of action for setup, operation, and tear down
 - v. Establish Committee Timelines, project milestones, and shifts
 - vi. Advertising language and avenues of media distribution
 - vii. Comments and feedback / Post-event conclusion
- G. Reports shall be sent notifying the chapter of the progress before, during, and after the project completion
- H. Any Chairman may be removed by the Active Body as outlined in Article IX
- I. Vacancy in any mandatory Chairman position may be filled through an appointment with a two-thirds vote of the Chapter Executive Board
- J. All chairmen are highly encouraged to be accompanied by a newly-initiated brother for training purposes

The following pages are examples of Committees that have been long-standing Lambda Chapter:

K. Recruitment Chairman

The Recruitment Chair shall be responsible for the following:

- i. Organizing and running recruitment activities every time the chapter recruits
- ii. Ensuring the participation of all Brothers in all recruitment events
- iii. Communicating and collaborating with MGC Board and Advisors

L. Historian

The Historian shall be responsible for the following:

- i. Maintaining an accurate record of the Chapter's history and activities in the form of a scrapbook, photos, slides, videos, or any other mediums of stored history
- ii. Performing any other duties pertaining to Chapter history

M. Academic Chairman

The Academic Chair shall be responsible for the following:

- i. Instituting academic action plans
- ii. Maintaining attendance logs for study hour participation
- iii. Communicating with President to collect and updating chapter grades
- iv. Maintaining an archive of all notes, classes and textbooks donated by Brothers for use as additional study material
- v. Organizing and coordinating weekly study sessions for brothers throughout the year, especially during exam weeks
- vi. Coordinating with Academic Resources to provide proper support

N. Cultural Chairman

The Cultural Chair shall be responsible for the following:

- i. Coordinating a minimum of one cultural event per quarter

O. Brotherhood Chairman

The Brotherhood Chair shall be responsible for the following:

- i. Coordinating a minimum of two (2) brotherhood events per quarter
- ii. Coordinating a minimum of one (1) yearly road-trip unrelated to NAKfest, National Intake Summit, Winter Retreat, Summer Retreat or NLDC

P. Community Service Chairman

The Community Service Chair shall be responsible for the following:

- i. Coordinating a minimum of two (2) service events per quarter, and a minimum of two (2) Philanthropy per year

Q. Social Chairman

The Social Chair shall be responsible for the following:

- i. Organizing social activities with other organizations on campus
- ii. Maintaining communication between social organizations
- iii. Coordinating a minimum of two (2) activities per quarter, and a maximum of three (3)

R. Fundraising Chairman

The Fundraising Chair shall be responsible for the following:

- i. Planning at least two fundraisers each quarter
- ii. Making contacts, and contracts with potential venues
- iii. Working on the logistics of all fundraising actives
- iv. Presenting ideas for quarterly fundraisers by Week 9 of the previous quarter, in writing

S. UC San Diego Alumni Liaison

The UC San Diego Alumni Liaison shall be responsible for the following:

- i. Attending all UC San Diego Alumni Association, Inc. meetings
- ii. Assisting with the planning and coordination of all Alumni/Undergraduate events
- iii. This position may be held by either Alumni or Undergraduate Brother

T. Keeper of the Letters

The Keeper of the Letters shall be responsible for the following:

- i. Maintaining all Lambda Chapter possessions including, but not limited to Lambda Chapter wooden letters, A-frames, booth, banners, first aid kit, canopy, and flyers
- ii. Coordinating the transportation and storage of all Lambda Chapter possessions

U. Multicultural Greek Council (MGC) Representative

The MGC Representative shall be responsible for the following:

- i. Serving as the NAK representative at all MGC meetings
- ii. Attending all MGC meetings and share MGC reports to the chapter
- iii. Assist with coordinating any MGC events in which NAK participates

V. Risk Management Director

The Risk Management Director shall be responsible for the following:

- i. Responsible for setting up beneficial workshops for brothers
- ii. Organizing and planning risk management policies for all events
- iii. Implementing fines and/or strikes at their discretion in accordance to Articles IX
- iv. This position is to be held by Vice President or Social Chair

W. Alumni Advisor

The Alumni Advisor shall be responsible for the following:

- i. Mentoring and advising Undergraduate Brothers
- ii. Serve as a mediator during internal conflicts
- iii. Assist in registration of chapter in fall quarter
- iv. Attending general body meetings at least bi-monthly

Article VI Section D: Elections

- A. Eligibility
 - i. President
 - a. Must have one year experience in the Chapter Executive Board or two years experience as Committee Chairman
 - b. The Brother must be consecutively Active for two quarters immediately prior to elections
 - c. The Phi Class Exception - In the event that the chapter members do not fulfill the requirements, the chapter will continue elections and annul the requirements
 - ii. Director of Intake Process
 - a. Must have one year experience in Nu Alpha Kappa Fraternity within an intake process or as an intake educator
 - b. Must be Active for the two consecutive Quarters immediately prior to elections
 - c. Chapter Alumni are eligible if they are voted into the chapter and are familiar with the State of the Chapter
 - iii. Other Executive Board Members
 - a. Must have some experience as a NAK chairman or hold formal responsibilities
 - b. Must have been active at least one quarter prior to elections
 - iv. Judicial Board
 - a. Vice President is a confirmed position within Judicial Board
 - b. If an Alumni member is present in the chapter, they assume the duty of participating in Judicial Board
 - c. Other judicial board members eligibility is determined by active status and must be the only one representing the chapter class within the board
- B. Electoral Process
 - i. Only Chapter Executive Board positions, Judicial Board, and Intake Educator are elected.

- ii. Judicial Board Class representatives are voted in by simple majority within their class
 - a. Vacancies shall be filled immediately
 - b. In the event no members of a class remain active in the chapter, an option is given for Judicial Board participation.
- iii. Other positions are appointed by the Chapter Executive Board
- iv. Each Chapter Executive Board member position will be valid for one year, unless removal from office, resignation, or passing
- v. Nominations will be held during the second and third weeks of Spring Quarter
- vi. Elections will be held during the fourth week of Spring Quarter
- vii. After a four-week shadow period, newly elected Chapter Executive Board members will take office during the eighth week of Spring Quarter
- viii. All Brothers with voting rights must attend the election meeting, unless excused by the Sergeant at Arms

C. Method for Elections

- i. Each candidate must be nominated and seconded by the general body
- ii. Candidates may accept up to two nominations
- iii. Each candidate will receive 5 minutes to present, 3 minutes to answer questions, and 5 minutes will be used for general discussion of the general body without the presence of the candidates. Time may be changed as deemed appropriate.
- iv. An outline for each position should be given to candidates. Outlines include but are not limited to explaining goals, qualifications, why they want the position, what they have to offer
- v. Votes will be taken by secret ballot.

Article VI Section E: Removal from Office

The Active Body, at its discretion, may remove any Executive Officer or Chairman if found to be, but not limited to:

- i. Health reasons preventing any of their outlined activities
 - ii. Failure to remain in Good Standing within the University
 - iii. Failing to fulfill the required expectations as described in all relevant Articles and Amendments of the Constitution.
 - iv. Failing to actively participate or attend mandatory events and meetings
 - v. Continuous lack of preparation
 - vi. Defacing the Nu Alpha Kappa Fraternity name, any of its members, affiliates, or any other organization, group, people, or entity
- A. Process for Removal
- i. A written report stating reason why a brother should be removed from office must be submitted to the general body during a general body meeting
 - ii. Report must be discussed in person, or electronically for a period of one week after report is submitted
 - iii. Motion must be made and seconded at the next general body meeting
 - iv. Only a 2/3 Active Vote qualifies for removal from office
 - v. In the case of a Chapter Executive Board vacancy, resignation, or removal, a special election must be held to fill position vacancy

Article VII: Risk Management

I. Nu Alpha Kappa Fraternity, Inc. at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself. The organization shall be called Nu Alpha Kappa Inc. at UC San Diego

II. Nu Alpha Kappa Inc. at UC San Diego understands the University does not assume legal liability for the actions of the organization.

III. The Risk Management Committee shall be responsible for the following:

- v. Responsible for setting up beneficial workshops for brothers
- vi. Organizing and planning risk management policies for all events

- vii. Implementing fines and/or strikes at their discretion in accordance to Articles XI-XII

IV. All Active Members are required to attend the Annual Risk Management Manual Workshop

V. All Active Members are required to attend Annual Sexual Assault Workshop

Article VII Section A: Case of Interaction With Minors and/or the Elderly

Nu Alpha Kappa Inc. at UC San Diego is aware that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via the Center for Student Involvement, online or in person (in person by request only). Nu Alpha Kappa Inc. will develop plan(s) for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CANRA), common sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to minors or the elderly with whom they are working.

Article VIII: State of Emergency

If under extreme circumstances it is deemed necessary to declare a state of emergency, it must be declared by unanimous vote through the Judicial Board.

- A. A motion for a State of Emergency must be made and seconded for a Judicial Board vote
- B. If a State of Emergency is declared, the following actions are to be followed:
 - i. The Chairman of the Judicial Board has the right to suspend the Articles of the Constitution, with ratification by unanimous Judicial Board vote.

- a. The Article to remain followed is those described in Article X of the Constitution
 - ii. The Judicial Board has the power to force a Chapter Executive Board member or Committee Chairman to resign
 - iii. The Judicial Board has authority to temporarily appoint members to office, to establish an election process to vote in brothers, or to amend an Article
- C. A State of Emergency may last no longer than two consecutive weeks.

Article IX: Fines, Strikes, and Penalties

The Chapter Executive Board and Committee Chairmen may suggest fines, enforced at the Sergeant at Arms’ discretion, for any of the following cases:

- i. Tardiness, absence, lack of active and productive participation
- ii. Failure to fulfill assigned duties in a timely and acceptable manner
- iii. If the penalty lies outside the Fining rubric, the Executive Board may decide the appropriate monetary amount

A. Types of Misconduct

- i. Tardiness is defined as brothers arriving at a meeting, or mandatory event, after the predestined time without a valid excuse. All other present to the tardiness should take acknowledgment of the tardiness

B. Penalties will be due within the week of assignment. If not paid within a week, then \$10 a week will be added on top of the fine.

- i. If penalties are discussed with the Sergeant at Arms, and if approved by the discretion of Sergeant, then the added fee will be waived.

C. Penalties will be monetary sanctions, defined as the following:

ii. Meetings

Unexcused Tardiness (1st offense) 0	Unexcused absence (1st offense) 0	Talking Out of Turn 5	Phone Use/Ring 5
Unexcused Tardiness (2nd offense) 0	Unexcused absence (2nd offense) 0	Eating 3	Side Talk 5
Unexcused Tardiness (3rd offense) 10	Unexcused absence (3rd offense) 20		Laptop Misuse 5
Unexcused Tardiness (4th offense) 15	Unexcused absence (4th offense) 30	No Polo/Button Up 5	No Slacks 2
Unexcused Tardiness (5th+ offense) Inactive Status	Unexcused absence (5th+ offense) Inactive Status	Leaving 5	No Professional Shoes 1
		Not Responding/Not Reacting on Slack by the end of the day (Announcements of events or meetings) 5	Not filling out a report (regardless of attendance) 15 After 3 instances of not filling out a report, position gets reassigned

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ii. Events

Unexcused Tardiness(1st offense)	0	Leaving Early Unexcused	5
Unexcused Tardiness(2nd offense)	10	Lack of Participation	20
Unexcused Tardiness(3rd offense)	15	Improper Attire	5
Unexcused Tardiness(4th offense)	20	Misconduct	10
Unexcused Tardiness(5th+ offense) Inactive Status		Absence	15

C. Resetting Penalties

- i. Tardiness and Absences reset to zero before the start of each Quarter.
- ii. If the Brother is under a penalty, he must serve the penalty in its entirety before the record may be reset. All fines must be paid in full before Penalties reset to zero.

D. Six (6) or more offenses by any Brother will prompt Chapter consideration for Inactive status.

E. The Judicial Board will have final discretion over the issue of whether the amount of a fine is appropriate or not. If deemed inappropriate, the Judicial Board may lower the amount of the fine or remove it.

F. Fines may be appealed in writing to the Judicial Board within one week of the issued fines.

- i. The Judicial Board may remove a fine through majority vote.
- ii. If the Judicial Board decides that the fine should stay, it must be paid within one week.

G. Strikes may only be given by the President, Sergeant at Arms and Risk Management Director.

- i. Strikes shall exist completely separate from Fines
- ii. If a brother receives a Strike, he may appeal it within one week to the Judicial Board under procedures outlined in Article XI, Section F.

- iii. If a Brother receives three (3) Strikes in any one academic quarter, that Brother shall immediately be listed as Inactive for the remainder of that quarter. The Inactive period shall be no shorter than five (5) academic (quarter) weeks
- H. If fines are not paid by the end of the quarter, the outstanding balance will be added to the Brotherhood Dues of next quarter and the brothers will have a hold on their UC San Diego student account.
- I. Any other fines can be issued at the discretion of the Sergeant at Arms with the approval of the Judicial Board
- J. 3 strikes given by E- Board will result in De-lettering.

Article X: Mandatory Events

All Active and newly Initiated Brothers are required to fully attend all appropriate mandatory events listed in this Constitution. Failure to comply will result in Fines and/or Strikes. The following contains a list of mandatory events that Lambda chapter members have committed to:

- A. All Retreats
- B. Risk Management Certification
- C. Multicultural Greek Council Events (Fall, Winter, Spring)
- D. Recruitment
- E. Tabling Events
- F. Three (3) evening events
- G. General Body Meetings
- H. National Intake Summit (If Applicable)

Article XI: Bronze Contract

All newly initiated members of Nu Alpha Kappa Fraternity Inc. must sign a chapter contract stating that they will commit to **ONE** year of fully active status, which includes aforementioned responsibilities stated in Article X. Failure to uphold this contract or any violations mentioned in Article VI Section E will result in immediate motion for removal from Nu Alpha Kappa Fraternity Inc.

