

# KAPPA THETA PI CONSTITUTION

## PREAMBLE

We, the active members of Kappa Theta Pi Professional Fraternity at the University of Michigan, hereby establish this Constitution so that our purpose, functions, and progression are realized to the fullest extent.

## ARTICLE I: Brand

### *Section 1: Name*

1. The name of this fraternity will be “Kappa Theta Pi, Professional Technology Fraternity”; henceforth referred to as “Kappa Theta Pi” or “KTP”.
2. This name and any other variants shall only be used to identify oneself, and the fraternity with express permission from Nationals which can be revoked at a time they deem necessary.

### *Section 2: Letters*

The letters of this fraternity will be ΚΘΠ, which signify a “love for technology”.

### *Section 3: Colors*

The colors of this fraternity will be blue (#458FFF) and green (#19FF19).

### *Section 4: Purpose*

1. Build an active community of students with a shared interest in technology.
2. Sponsor events and activities aimed toward intellectual, social, and professional development.
3. Provide resources to members in regards to internships, career opportunities, and graduate degree programs.
4. Foster relationships among students, alumni, faculty members, the local community, and corporations.
5. Provide service and philanthropy to the local community.
6. Maintain a lifelong cooperation and friendship among the members of this fraternity.

## ARTICLE II: Membership

### *Section 1: Eligibility*

Any student currently enrolled at the University of Michigan, Ann Arbor is eligible for membership after completing necessary components of the Rush and Pledge process.

### *Section 2: Rush*

1. At the beginning of the fall and winter semesters, a Membership Committee, managed by the Director of Membership, will arrange advertising, informational sessions, events, and applications for potential members.
2. Rush will begin with informational sessions that provide an overview of the fraternity to interested students. There will be two to four sessions held at the beginning of each semester.
3. After attending an informational session, all students interested in becoming members of Kappa Theta Pi must fill out an application to acquire clerical information and a summary of their interests.
4. To become acquainted with potential members, three events will be held for students interested in becoming active members. These events will be determined by the Membership Committee. At each of the three events, attendance and participation will be taken into account for eligibility in attending the next event. Failure to attend an event or notify the Director of Membership of an absence will result in ineligibility for the remainder of the Rush process.
5. The Executive Board will conduct 25 minute professional interviews with all qualifying potential members at the conclusion of the Rush process. No more than three Executive Board members will be present at each interview.
6. Within 24 hours of the last interview, a selection meeting comprised of all eligible active members will be held to determine the Pledge class. In order to vote at the selection meeting, attendance to two of the three Rush events is required for active members. The selection meeting will be conducted by the President and Vice President, and the members will be presented by the Director of Membership. Via discussions and voting, bids will be given out to potential members based on talent and fraternity need.
7. A Bid Night party will be held within 72 hours of the selection meeting to welcome new students to the fraternity. At this point, the chosen rushees will become Pledges and receive their Pledge token—a plastic ninja.

### *Section 3: Pledging*

1. As Pledges of Kappa Theta Pi, they will be required to participate in the events and onboarding requirements decided by the Membership Committee which are meant to create bonds amongst other pledges and active members as well as foster commitment to KTP . Failure to complete all of the requirements, unless overridden by a 2/3 majority decision of the Executive Board, will result in loss of a Bid.
2. Big and Little pairings will be decided halfway through the semester. One active member will be paired with one Pledge. Secret gift offerings, informal interviews, or other requirements will be decided by the Membership Committee.
3. An attendance record for Pledges will be kept. At the end of the Pledging process, the Executive Board will meet with the Membership Committee and decide which Pledges will become full-time members, based on meeting requirements.
4. At a Crossover event at the end of each semester, pledges who successfully complete the pledging process will become active members.

### *Section 4: Active Membership*

Active members must meet all requirements, as stated in Article III.

### *Section 5: Alumni*

1. An alumni member will be a person who has been successfully initiated into active membership to Kappa Theta Pi and graduated from the University of Michigan, Ann Arbor.
2. At a Crossover event at the end of each semester, each graduating active member, not on probation, will become an honored alumni member.
3. Alumni members may attend any future event hosted by the fraternity.
4. An annual newsletter will be sent to alumni members, highlighting the year's achievements and direction for the future.

## **ARTICLE III: Requirements**

### *Section 1: Assessments*

1. Active members shall maintain a minimum cumulative grade point average of 2.5.
2. Active members must not be a member of any other professional fraternity.

3. Active members shall be able to name, draw, and explain the significance of the Letters.
4. Active members shall be able to name the hexadecimal values of the Colors: #458FFF and #19FF19.
4. Active members shall be able to name and identify the date and location of foundation, founding class, and current Executive Board.
5. The Executive Board shall administer membership assessments at the end of each semester.

### *Section 2: Dues*

1. Each semester, dues shall be determined by the Executive Board, and the funds collected will be used for the reservation of rooms for chapter meetings, funding social events, paying fees, or any other expenditure for the fraternity.
2. The payments will be collected by the Treasurer and deposited into the fraternity's official bank account.
3. Any additional fees may be assessed by the Executive Board at any time.
4. If a member cannot afford dues, they must contact the Treasurer in writing to determine an alternative plan, as seen fit by the Treasurer and approved by the Executive Board.

### *Section 3: Community Service*

1. In order to maintain a reputation of philanthropy, Kappa Theta Pi shall be actively involved in giving back to the Ann Arbor community. Community service opportunities will be determined by the Director of Professional Development.
2. Each member of Kappa Theta Pi is required to log at least 10 hours of community service each semester. Totals will be tabulated at the beginning of each month during the fall and winter semesters and an email will be sent by the Director of Professional Development to each member reminding them of the requirement and notifying them of their total hours logged.

### *Section 4: Attendance*

1. Attendance to chapter meetings, professional development workshops, community service events, and social activities will be logged.

2. All active members are required to attend bi-weekly chapter meetings and any event the Executive Board determines mandatory.
3. If a member cannot attend an event, they must contact the appropriate Executive Board member in writing.
  - a. If the member is a pledge, they must contact the Director of Membership to receive an excused absence.
  - b. If the member is active, they must contact the Secretary to receive an excused absence.
4. Failure to receive an excused absence will result in probation.

### *Section 5: Professional Development*

1. All active members will be expected to participate in three professional development events per semester, or the floor of half of the events that are organized by the Professional Development committee--whichever is less.
2. Lack of compliance without permission from the Executive Board will result in probation at the end of the semester.

### *Section 6: Committee Involvement*

1. All active members must be involved with at least one committee.
2. The following committees will be managed by an Executive Board officer:
  - a. Fundraising Committee
  - b. Engagement Committee
  - c. Professional Development Committee
  - d. Technical Development Committee
  - e. Membership Committee (Rush & Pledge Committees)
  - f. Marketing Committee
  - g. Historical Committee
3. Other committees may be added and dropped based on the needs of the fraternity.

### *Section 7: Inactive*

1. Each member with active standing in the fraternity for one semester or more is entitled to one semester of Inactive Status for study-abroad, internship, or personal reasons.
2. In order to acquire Inactive Status, the requesting member must write a 300- to 1000-word open letter to the fraternity, at which time, the Executive Board will determine whether or not to grant the status.

3. Inactive Status requests are due at the Drop/Add deadline for the College of Literature, Science, and the Arts at the University of Michigan each semester.

### *Section 7: Probation*

1. Any member violating an assessment, dues, community service, professional development, or attendance bylaw will be placed on probation for the rest of the semester.

2. At each Executive Board meeting, members who qualify for probation on the grounds of attendance will be contacted.

3. A member on probation will be unable to vote or attend any social gatherings, unless the social event is taking place at the current residence of the probated member.

4. A member on probation must meet with the President or Vice President to establish a plan for restoring active membership; such as paying dues, finishing community service hours, or reinstating good attendance.

5. Failure to restore good standing by the end of the semester will result in dismemberment from Kappa Theta Pi.

### *Section 7: Last Semester Alleviation*

1. Any member who has maintained active standing during their membership with Kappa Theta Pi is entitled to lessened requirements for their final semester of membership.

- a. 5 hours of community service
- b. 2 professional development credits
- c. Automatic pass on the Membership Assessment

## **ARTICLE IV: Bylaws**

### *Section 1: Governance*

The laws governing Kappa Theta Pi are this Constitution.

### *Section 2: Chapter Meetings*

A biweekly chapter meeting will be held to discuss the current events and status of the fraternity. All active members and pledges—unless otherwise instructed—are required to attend all chapter meetings. In order to be granted absence from a meeting, written consent by a member of the Executive Board is required.

### *Section 3: Social Gatherings*

A social gathering for members of this fraternity will be held at least once per month. Funds from the fraternity's account will be used to host these events.

### *Section 4: Professional Development*

At least three professional development events will occur per semester. These events may include, but are not limited to: resume building workshops, professional photo-shoots, internship panels, career counseling, and corporate visits.

### *Section 5: Quorum*

A quorum must be present to conduct business. Quorum for any meeting will count as 2/3 of the total active membership.

### *Section 6: Voting*

For all cases of voting, a majority vote of 2/3 of a quorum is necessary to pass the motion, such as Executive Board elections and amendments to the Constitution.

## **ARTICLE V: Executive Board**

### *Section 1: Purpose*

The function of the Executive Board is to manage the fraternity and best serve its members.

### *Section 2: Management*

1. The Executive Board shall schedule chapter meetings and events.
2. Special meetings may be called by the President or Vice President by giving 48 hours notice to all active members, unless circumstances deem otherwise.
3. A weekly Executive Board meeting will be summoned by the President or Vice President.
4. A weekly Executive Board office hour will be held for any active member or pledge to attend. Any fraternity-related discussions may take place at this time.

### *Section 3: Executive Board Positions and Responsibilities*

### 1. President

- Call all meetings to order and preside over them.
- Act as a liaison between this fraternity and all outside offices.
- Approve all outgoing correspondence.
- Enforce strict observance to the laws and policies of this fraternity.
- See that the Executive Board members faithfully complete their duties.
- Assess punishments and fines.
- Rule on points of order.
- Write the yearly alumni newsletter.

### 2. Vice President

- Assume the duties of the President in their absence.
- Assist the President in the performance of their duties.
- Oversee the direction of all committees.

### 3. Treasurer

- Keep accurate records and control of the fraternity's finances.
- Provide financial reports at all meetings.
- Assure that proper authorization is received before releasing any funds.
- Collect dues and any other fees collected by the fraternity.
- Manage the Fundraising Committee.

### 4. Secretary

- Record minutes at meetings.
- Manage attendance, community service, and professional development records.
- Update the calendar.
- Reserve spaces for Chapter meetings and events.
- Keep a record of events, such as taking photos and videos.
- Manage the Historian Committee.
- Send out the weekly update to all members, and notify members of their community service hours and professional development attendance.

### 5. Director of Technology

- Manage all web-based material for the fraternity.
- Maintain kappathetapi.com.
- Keep a database of all fraternity information.
- Advise the fraternity on all technical matters.
- Manage the Technical Development Committee and Development Team.
- Keep members updated on the newest trends in technology.

### 6. Director of Professional Development

- Maintain relationships with alumni members, university faculty, the local community, and corporations.
- Arrange professional development events and guest speakers.



- Act as a liaison to the Professional Fraternity Council (PFC).
- Manage the Professional Development Committee.

#### 7. Director of Membership

- Manage advertising at the beginning of fall and winter semesters.
- Organize Rush events and Pledge requirements.
- Act as a liaison between potential members and the Executive Board.
- Maintain pledge requirements and attendance.
- Administer assessment tests.
- Manage the Rush and Pledge Committees.

#### 8. Director of Marketing

- Design and implement advertising plans at the beginning of each semester
- Maintain the fraternity's social media presence, such as updating the Facebook page, Twitter account, and LinkedIn profile.
- Ensure brand consistency across fraternity matters.
- Manage the Marketing Committee.

#### 9. Director of Engagement

- Coordinate events that promote bonding within the fraternity and the community.
- Arrange social gathering for members held at least once a month.
- Maintain a calendar for fraternity-related events.
- Organize and order apparel.
- Assist Professional Fraternity Council representative
- Manage the Engagement Committee.

### *Section 4: Elections*

1. All elections will be through open voting.
2. To run for Director of Engagement, Secretary, or Director of Marketing, one must be an active member prior to the date of election.
3. To run for Vice President, Treasurer, Director of Technology, Director of Professional Development, or Director of Membership, one must have one full semester of active membership prior to the date of election.
4. To run for President, one must have two full semesters of active membership prior to the date of election.
5. All officers and candidates must have no record of probation.
6. The Executive Board candidates will be elected by the active members during the first full week of the winter semester and shadow the appropriate Executive Board member throughout the semester, unless circumstances prevent otherwise.

7. All absentee ballots will be produced in writing and presented to the Executive Board before the start of said meeting. All absentee ballots must contain the signature of the voter.

8. A majority vote of 2/3 of a quorum will be necessary to attain an office. If a majority is not reached, the candidate receiving the lowest number of votes cast is dropped from the ballot and a re-vote is taken of the remaining candidates until a majority is received.

9. A petition of 1/3 the total active members will be necessary to raise the question of removing an officer before the next chapter meeting. A 2/3 majority vote is required to remove an officer from their office. At the meeting following the reading of the charges, the impeachment issue shall be discussed and voted upon.

10. In the absence of the President, the Vice President may call the meeting to order and preside.

### *Section 5: Accountability*

All Executive Board actions and positions are subject to review and revision provided there is a 2/3 majority quorum in disagreement.

## **ARTICLE VI: History**

### *Section 1: Foundation*

A group of seven Informatics students founded Kappa Theta Pi on January 10<sup>th</sup>, 2012 in Ann Arbor at the University of Michigan.

### *Section 2: Founding Class*

- Nisha Dwivedi
- Jacqueline Fontaine
- Jing Guo
- Brian Mansfield
- Denny Tsai
- Julie Varghese
- Louise Vongphrachanh

### *Section 3: Concept*

Kappa Theta Pi was originally intended to be a professional fraternity for Informatics students with an interest in Information Technology. The scope was soon broadened to encompass students of any major with a passion for technology.

### *Section 4: Brother of the Semester*

Active members will have the opportunity to nominate and then vote for a member who has shown outstanding commitment and passion during the semester. The selected member will receive an award and be listed in the recorded history of Kappa Theta Pi.

## ARTICLE VII: Amendments

### *Section 1: Existence*

This fraternity may, from time to time, pass rules and regulations regarding operation of daily business, as long as they are not contradictory with this Constitution and any current bylaws.

### *Section 2: Proposition*

Bylaws may be amended by a 2/3 majority vote. A change to a current bylaw will be submitted in writing at an Executive Board meeting. Any active member may propose a change to the current bylaws.

### *Section 3: Voting*

Voting on an amendment will be done at the next chapter meeting with quorum in attendance.

## ARTICLE VIII: Ratification

This Constitution will become effective immediately upon acceptance by a 2/3 majority vote of a quorum.

Effective 13 January 2015.