

BY-LAWS TO THE INTERNATIONAL CONSTITUTION
of the
OMEGA PSI PHI FRATERNITY, INCORPORATED
for the operation of

UPSILON NU CHAPTER,
an unincorporated association of
the Omega Psi Phi Fraternity, Inc

founded at
MECHANICSVILLE, VIRGINIA
October 12, 1971

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PREAMBLE

In addition to the purposes, objectives and mandates set forth in the Constitution and Bylaws adopted by the Grand Conclave and Bylaws adopted by the Third District, and to create a more unified body of men striving for "Brotherhood First" for the promotion of professional associations among men of the Omega Psi Phi Fraternity, Incorporated, we do establish these By-Laws for the Chapter designated as Upsilon Nu by the Supreme Council of the fraternity; incorporated documents by reference.

ARTICLE I PURPOSE

In addition to the purposes and objectives of the national organization, the purposes and objectives of Upsilon Nu Chapter, an unincorporated association of the Omega Psi Phi Fraternity, Inc hereinafter referred to as "the chapter," shall be as follows:

- a. to establish "Brotherhood First" as a priority among the members of the chapter;
- b. to ensure the institution of the four cardinal principals;
- c. to promote and actively participate in community services, cultural activities, and social programs;
- d. to always respect mankind by exemplifying the motto of the fraternity - "Friendship is essential to the soul";
- e. to cooperate with all other chapters in projects or activities that are of benefit to the fraternity;
- f. to conduct activities to uplift the professional status of the men of the chapter in the community; and
- g. to conduct and participate in activities and programs required and sponsored by the International Office and the Third District.

ARTICLE II MEMBERSHIP

Membership in the chapter shall be open to any Brother who is eligible for membership as evidenced by sanctioning from the International Headquarters. Prospective members who reside within the Metro-Richmond area of this chapter's location, upon meeting the fraternity's criteria, shall be eligible for induction into the chapter.

Section I. – Membership

- a. All members of the chapter should put forth a noble effort to make themselves available for chapter committee participation.
- b. It is incumbent upon the Basileus to encourage committee membership.

**ARTICLE III
OFFICERS**

SECTION I. NOMINATIONS

A committee shall be appointed to select a slate of officers to be presented at the June meeting. No brother's name will be entered on the ballot without his consent. In addition, space shall be provided on the ballot for nominations that might be made from the floor at the time of the election of officers at the October formal meeting. Brothers nominated for offices must be in good financial standing at the time of their nomination.

SECTION II. ELECTION OF OFFICERS

It shall be the responsibility of the chapter ensure continuity, with a line of succession, to maintain the following elected officers: Basileus, Vice Basileus, Keeper of Records and Seal, Keeper of Finance, Keeper of Peace, Chaplain, Assistant to the Keeper of Records and Seal and Chapter Editor, Assistant to the Keeper of Finance. In addition to those identified herein, other officers deemed necessary may be appointed by the Basileus on an ad hoc basis.

SECTION III. DUTIES OF THE OFFICERS

As prescribed by and/or in addition to the duties as outlined in the International Constitution and Bylaws, the officers of the chapter and their corresponding duties shall be as follows:

Basileus: It shall be the primary duty of the Basileus to provide leadership and to direct the activities of the chapter. The Basileus is the enforcement of International Head Quarters (IHQ) in the District by Bylaws, mandated rules and regulations. In addition to all the other stipulated responsibilities, the person holding this office shall appoint all committee chairmen (including ad hoc committee chairmen) and all non-elected officers. It shall be his duty also to:

1. Order disbursements of funds as the chapter may provide;

2. Prepare, in conjunction with the Keeper of Records and Seal, and submit, an annual report to the District Representative at the time requested for the Annual District Conference. In addition, he shall prepare and submit any additional reports requested by the District or International Office in a timely manner.
3. Prepare, in conjunction with the Assistant Keeper of Finance who serves as chairman of the Budget Committee, an annual budget for presentation at the September formal meeting and approval at the October formal meeting.
4. Inform the members of the chapter that no corporal punishment is to be inflicted on potential members at any time.

Vice Basileus: In addition to all of the other stipulated responsibilities, the person holding this office shall serve as an adjunct member of all committees, with all the privileges of each voting member. He should be made aware of all committee meetings. This officer shall carry out the responsibilities of the office of Basileus in his absence or at his direction.

- Second Vice Basileus: This officer may be appointed by the Basileus from the undergraduate membership of Upsilon Nu who are matriculating students at Virginia Commonwealth University (VCU) if there are such members. This officer may be the Basileus of the Phi Delta Chapter, the undergraduate membership of Upsilon Nu that are matriculating students at Virginia Commonwealth University (VCU) if there are such members.
In the event there is an active chapter at VCU and there are financial undergraduate members of Upsilon Nu Chapter, an unincorporated association of the Omega Psi Phi Fraternity, Inc, preference shall be given to the brother elected to the office of Basileus of that chapter, if there is such a chapter. This officer shall have all rights and privileges as other officers elected by the membership of the Chapter and shall carry out all responsibilities designated by the Chapter.

Keeper of Records and Seal: It shall be the duty of the Keeper of Records and Seal to:

1. Maintain both a current and historical record of the official proceedings of the chapter in the form of minutes of each meeting;
2. Carry on the correspondence of the chapter;

3. Receive all funds of the chapter, keep a record of same and deliver said funds to the Keeper of Finance immediately upon their collection;
4. Sign and record all written orders from the Basileus for the disbursement of the funds of the chapter, and to forward the same to the Keeper of Finance;
5. Keep an individual personal history of each member of this chapter and furnish the Grand Keeper of Records and Seal with a duplicate copy of such history, with additions and changes;
6. Furnish the Grand Keeper of Records and Seal such data concerning the chapter as the Grand Keeper of Records and Seal might consider necessary to keep the history of the fraternity complete;
7. Render such other reports as the Grand Officers might require; and,
8. Countersign all membership cards except those of detached brothers.

Assistant to the Keeper of Records and Seal and Chapter Editor: The responsibilities of this office are those delegated to him by the Keeper of Records and Seal, or unless it is impossible for the Keeper of Records and Seal to fulfill his responsibilities either permanently or on a temporary basis at which time he shall serve as Keeper of Records and Seal. In addition, as Chapter Editor he shall be responsible to:

1. Submit all articles from his chapter to the Editor of the Oracle for publication;
2. Submit to editors of newspapers all articles for publication in local newspapers;
3. Publish and distribute the Chapter Newsletter; and
4. Carry on such publicity as the chapter might direct, provided that such publicity shall be local in nature.

Keeper of Finance: The duties of the Keeper of Finance shall be to:

1. Receive from the Keeper of Records and Seal, hold all funds payable to the chapter, deposit such funds within three business days of receipt from the Keeper of Records and Seal, and to keep the chapter charter.

2. Disburse the funds of the chapter only upon written order of the Basileus, countersigned by the Keeper of Records and Seal.
3. Keep a businesslike record of all monies received and disbursed, maintain all bank accounts, report the financial status of the chapter in a format that conforms to standard accounting practices at each formal meeting, and to submit such record together with all original orders for and receipts for disbursements at such times as the chapter may direct; and
4. Make a complete audit of books (financial records) before turning them over to the new Keeper of Finance at the time the Keeper of Finance gives up his office.
5. Keep the (1) one physical bank debit card for the chapter and to include any transactions of the cards use in the monthly financial report to the chapter. The Keeper of Finance and the Keeper of Records and Seal will be the sole users of the bank debit card.

Assistant to the Keeper of Finance: The responsibilities for the holder of this office include a thorough and complete knowledge of the financial status of the chapter and its holdings and the ability to serve in the event the Keeper of Finance is unable to perform his duties either permanently or temporarily and serve as chairman of the Budget Committee. He shall serve as a member of the board of the Upsilon Nu Scholarship and Social Action Foundation, Inc., a 501 (c) (3) charitable organization. All other responsibilities shall be those delegated by the Keeper of Finance.

Chaplain: It shall be the duty of the Chaplain to conduct the religious services of the chapter, organize all memorial services, and keep the chapter advised of the demise of brothers of this and other area chapters. The Chaplain shall also conduct, or cause to be conducted, at least one informal seminar on procedures for conducting the memorial service during each calendar year.

Keeper of Peace: It shall be the duty of the Keeper of Peace to maintain order in all meetings of the Chapter and serve as Chapter Parliamentarian to insure that all business is transacted in accordance with these bylaws. The Keeper of Peace shall be responsible for reviewing the bylaws with the chapter at the first formal meeting at the beginning of each fiscal year.

Chapter Historian: This appointed officer, working with the Keeper of Records and Seal is responsible for assembling, maintaining, and distributing a concise written history of the chapter.

SECTION IV. TERM OF OFFICE

Elected officials are to be installed at the June Formal Meeting and their terms of official duties shall be terminated the following year at the end of the June Formal Meeting, before the installation of the newly elected officers. A Marshall shall be appointed at the May Formal Meeting to plan the installation ceremonies for the incoming officers. No elected official may hold the same office more than three successive terms unless no one else will accept the position.

SECTION V. VACATION OF OFFICES

Offices cannot be declared vacant except by the following means:

1. A two-thirds vote of all the voting members of the chapter; and
2. By recommendation of the Basileus for dereliction of duty; or
3. By additional reasons set forth in the International Constitution; or
4. By written resignation of said officer.

In the event an office is vacated, the assistant shall move up to that position. If an assistant's office is vacated, or no assistant's office exists, a special election shall be held to fill the position for the remaining term of the office.

The office of any elected or appointed officer shall be automatically declared vacated if the officer fails to attend the meetings for a period of three consecutive months. Each officer should inform the Basileus or the officer's assistant if he cannot be at a meeting. He should also make sure that his records or report will be given to the Basileus, Vice Basileus, or his assistant if appropriate.

SECTION VI. COMMITTEE CHAIRMEN.

Committee Chairmen will be appointed by the Basileus. At the time of his appointment, the Basileus is to give the chairman the correct name of his committee and the corresponding duties, in writing. The chairman shall appoint members of the chapter to his committee; yet, each member of the chapter reserves the right to work with any committee, or volunteer his services. It is the responsibility of each chairman to inform the Basileus and the Vice Basileus of any and all meetings of his committee prior to the time the committee convenes. Committee chairmen shall present their

reports in writing to the Basileus, Vice Basileus, and Keeper of Records and Seal. If the chairman is unable to be present, it is his responsibility to see that his report is given by the co-chairman or someone on his committee.

SECTION VII. COMMITTEES

The chapter shall have the following standing committees composed of no less than three brothers of the chapter on each: Scholarship, Social Action, Reclamations, Achievement Week, Fund Raising, Social, Talent Hunt, Budget Committee, Health Initiative, Chapter of the Year, Bylaws, NPHC, Recommendations and Website. Any chapter member shall have the authority to request the establishment of a new standing committee through a proposed revision to these bylaws as provided for in Article IX, Section II.

The responsibilities of the standing committees shall be as follows:

Scholarship: This committee shall be responsible for the planning and operation of chapter scholarship programs including raising funds cooperatively with the Fund-Raising Committee, developing criteria for awarding scholarships upon the recommendation of the foundation, and recommending to the foundation the amount of scholarships to be awarded based on funds available to the foundation for such purpose. Such criteria for awarding scholarships shall be approved by a majority of financial brothers in attendance at the meeting during which the voting takes place. The screening of applications and selecting awardees shall be the responsibilities of this committee.

Social Action: This committee shall be responsible for planning, conducting, and evaluating the civic activities of the chapter which shall include activities which promote the status and self-esteem of youth through mentorship programs, scholarship assistance and related enrichment activities with emphasis on African-American males as a target group but not to exclude deserving youth of other ethnic groups or gender.

Reclamations: This committee shall be responsible for planning and implementing programs designed for reclaiming and retaining brothers.

Fund Raising: This committee shall be responsible for planning and implementing programs designed to raise money for the operation of the chapter and its programs.

Social: This committee shall be responsible for planning and implementing social activities of the chapter such as sponsorship of meetings, dances, etc for the purpose of providing entertainment and promoting comradery for members of the chapter.

Talent Hunt: This committee shall be responsible for planning, conducting, and evaluating the Annual Talent Hunt Program. In addition, the chairman of this committee shall have the responsibility of making preparations for and accompanying the chapter representative to the District competition.

Budget: This committee shall be responsible for preparing and monitoring the chapter's annual budget.

All committees have the responsibility to work cooperatively with each other and with officers of the chapter in carrying out their responsibilities. Where there is an overlap of purpose, the responsible committees may be joined and a temporary chairman elected.

SECTION VIII. EXECUTIVE COMMITTEE

The Executive Committee shall be comprised of all primary elected and appointed officers and committee chairmen described in Article III. This committee has no right to make any decisions without informing the chapter, in a regular formal meeting, of all the pertinent proceedings of the meeting held by the Executive Committee.

The Executive committee shall meet at a time designated by the Basileus. These meeting may occur in person or by teleconference.

ARTICLE IV MEETINGS

SECTION I. FORMAL MEETINGS

This chapter shall have no fewer than ten formal meetings each year. The schedule of meetings shall be set by a majority of financial brothers present and voting at the first formal meeting of each new fiscal year. Formal meetings refer to the use of the Ritual. Brothers shall dress appropriately including coat and tie.

In the event the chapter elects not to meet in July and August, the executive committee shall meet during those months at the time and place designated to carry out the business of the chapter. A majority of the members of the executive committee present shall constitute a quorum for such meetings and a report of the actions, including the obligation and expenditure of chapter funds, taken at such meetings shall be made to the chapter at its next regularly scheduled formal meeting.

In lieu of an August Formal Meeting, the chapter will conduct a training session. The Basileus shall select individuals responsible for conducting the training session. Each financial member can offer suggestions to the Basileus for subjects for the training session.

SECTION II. CALL MEETINGS

It shall be the duty of the Basileus, or the Executive Committee, to exercise rights to have call meetings whenever they deem necessary.

SECTION III. QUORUM

When the body has been notified, or at any regularly scheduled meeting, any three elected officers and five members shall constitute a quorum provided an agenda, minutes of the previous meeting and a financial report are available to the members in attendance. The person to chair the meeting must be in the usual line of succession.

SECTION IV. ATTENDANCE OF OFFICERS

The office of any elected or appointed officer shall be automatically declared vacated if the officer fails to attend the meetings for a period of three consecutive months. Each officer should inform the Basileus, Keeper of Records and Seal, or the officer's assistant if he cannot be at a meeting. He should also make sure that his records or report will be given to the Basileus, Keeper of Records and Seal, or his assistant for presentation at the meeting.

SECTION V. TIME

No Formal or Call Meeting shall be held in attendance for a period that exceeds two hours unless an extension of this timeframe is approved by a majority of financial brothers in attendance at the meeting. Any motion made to extend a meeting beyond

this limit shall include a specific length of time during which time the business shall be completed. In no event shall any meeting be extended more than one hour beyond the ninety minutes originally stipulated. All matters of business that are not covered during this time span shall be covered as the first order of business at the following formal or call meeting.

SECTION VI. COMMITTEE MEETINGS.

It shall be the responsibility of each chairman of each committee to call meetings for that committee whenever necessary. He is to call the Vice Basileus whenever such a meeting is scheduled. A written report of each committee meeting shall be submitted for the chapter's action(s). The Basileus and the Executive Committee has (have) the right to call meetings for any committee, and adjudicate any conflicts occurring as a result of a committee meeting.

ARTICLE V FISCAL YEAR

The fiscal year for all matters of official business and financial matters of the chapter shall begin November 1 and end October 31.

ARTICLE VI FINANCES

SECTION I. FEES

The chapter shall operate on the fiscal year identified in Article V above and all taxes, fees, dues and assessments levied on brothers of the chapter are for the year ending October 31st next. No partial payments of dues may be carried over to the next fiscal year except those that are paid in advance of the next fiscal year. Partial payments of fees and assessments levied by the International Office may be carried over until paid in full. Chapter assessments must be paid in full before valid international and district membership cards are distributed.

SECTION II. BUDGET

The budget for the upcoming fiscal year shall be submitted to the chapter for first review at the September Formal Meeting for adoption at the October Formal Meeting. Once adopted, the budget may be amended at any Formal Meeting, not later than the January Formal Meeting, by a two-thirds majority vote of financial brothers.

SECTION III. DUES

The amount of dues for the chapter shall be determined by the body when the budget is approved for the ensuing year, and shall be subject to conditions imposed by the International Constitution, Grand Conclave and/or Supreme Council of the fraternity. They shall be based, in part, on budgetary requirements.

Dues for the chapter are payable at the November Formal Meeting, but partial payments will be accepted prior to this time so that brothers will be financial for the coming year. All national dues must be forwarded to the International Office within five days of receipt in accordance with policies and procedures outlined in the International Constitution.

Local dues may be prorated into months - ten (10) equal amounts for brothers affiliating with the chapter for the first time. If a brother initially affiliates with the chapter in March, he must pay national and district dues, if they have not already been paid, plus possibly prorated chapter dues.

A Brother who has not been financial prior to affiliation or return to the Chapter shall be responsible for paying any reinstatement fees or late assessments as identified by IHQ.

SECTION IV. REIMBURSEMENT FOR CHAPTER REPRESENTATION

Expenses incurred by brothers who have been designated as chapter representatives to national and district meetings and activities may be reimbursed when such participation and reimbursement has been approved by a majority of financial brothers voting in formal meeting; however, no reimbursement may be made until and unless the Brother presents a written report with associated receipts to the chapter meeting within sixty days of the activity or meeting or by the second regularly scheduled formal meeting following the activity whichever is earlier. Any brother serving as the chapter's representative shall be fully financial at the time of his selection by the chapter.

SECTION V. FINANCIALITY

Brothers of Upsilon Nu Chapter may be considered financial under either of the following arrangements:

1. Full payment of all national district, and chapter dues, fees, taxes and assessments; or
2. Partial payments to include the total national and district dues as initial payment, and chapter dues paid in successive equal payments to be paid in monthly installments.

SECTION VI. EXPENDITURES

All expenditures to be paid from the treasury must be as budgeted or approved as a budget exception by a majority of the financial brothers present at a formal meeting; except in an emergency or immediate necessity, the Basileus and the Keeper of Finance, or the Basileus and the Keeper of Records and Seal are empowered to make expenditures, not to exceed one hundred dollars (\$100.00) that will stand open to chapter approval. If the chapter does not confirm an expenditure made by two of the officers as indicated above, those officers sanctioning the expenditure shall be held responsible.

All monies earmarked for scholarships or other special activities may not be used for any other purpose and shall be held in an interest-bearing account and accounted for separately by the foundation until the disbursement is requested by the chapter. A minimum of twenty percent (20%) of the profits of all fund-raising activities and a portion of each brother's dues as determined by the chapter shall be set aside for this purpose. Such portion of the dues shall be determined during the budget approval process.

Use of the chapter debit card will strictly be for financial transactions between the chapter and the district and the chapter and International Headquarters only. The Keeper of Finance and the Keeper of Records and Seal will be the sole users of the bank debit card. Transactions of the debit card to be made from funds submitted to the chapter by check to make payments to the District and/or International Headquarters will not be processed until the check has been deposited and cleared.

SECTION VII. UNFINANCIALITY

Unfinancial brothers are encouraged to attend meetings of the chapter; however they are restricted as follows:

1. No voting privileges
2. No participation in any membership selection activities. (This must be strictly adhered to in light of our International Constitution and By-Laws.)

Unfinancial brothers will be allowed to participate in cultural and community functions.

SECTION VII INITIATION FEES

Chapter initiation fees shall be levied by the chapter in reasonable relation to actual expenses pertinent to initiation, and in accordance with national mandates and shall

require approval by a majority of voting brothers present at a Formal Meeting. Chapter approval shall be required.

SECTION VII. ADDITIONAL FEES

All additional fees, taxes, and assessments shall be subject to approval of two-thirds majority of the voting brothers present at a formal meeting or during the budget approval process.

SECTION X. DEPOSITING MONEY

Any money must be turned over to the Keeper of Records and Seal and in turn, he will turn it over to the Keeper of Finance to be deposited within 48 hours.

SECTION XI. FINANCIAL CARDS

All financial cards will be held by the Keeper of Records and Seal until a brother has paid his entire financial obligation to the chapter.

Section XII. AUDIT OF CHAPTER OPERATIONS

An audit of the chapter's operations will be conducted annually. The audit is to be completed, and the results presented to the membership during the December meeting. No member of the outgoing administration nor the incoming administration (to include the Basileus, Vice Basileus, Keeper of Records & Seal, Assistant Keeper of Records & Seal, Keeper of Finance and Assistant Keeper of Finance) will have a seat on the Audit Committee.

**ARTICLE VII
MEMBERSHIP SELECTION**

SECTION I. CANDIDATES FOR MEMBERSHIP

These Bylaws incorporate the Membership Selection Process, hereafter referred to as MSP, and other applicable provisions adopted by the Omega Psi Phi Fraternity, Inc. and or the Third District.

In addition to the qualifications set forth in the MSP, a prospective candidate shall have shown an ongoing interest in the Fraternity and Chapter activities by attending public events and meeting members at these events; possess the qualifications of Manhood,

Scholarship, Perseverance and Uplift, and display qualifications of leadership. The Upsilon Nu Chapter will ensure that any candidate is committed to being a productive member of the organization and not just wish to be a member.

Prospective candidates must be sponsored by a Brother who is financial with the Chapter. A financial Brother is a Brother in good standing in the Fraternity who has paid International, District, and Chapter dues and assessments for the given year. A Brother shall be financial for a minimum of three consecutive years prior to sponsoring a prospective candidate and not just become financial to sponsor a candidate.

SECTION II. CHAPTER STATEMENT

The initiation of new members in this graduate chapter is a life line for our continued existence long after we are gone. The Chapter will insure the Membership Selection Process, hereafter referred to as MSP, will be conducted as prescribed by the Guidelines presented by IHQ and there will be absolutely no deviations. We, as Brothers of Omega Psi Phi Fraternity, will act reverently and welcome those who successfully complete the program.

ARTICLE VIII AUTHORITIES

SECTION I. AUTHORIZATION OF BY-LAWS

These By-Laws of Upsilon Nu Chapter are adopted with authority vested in the chapter by the International Constitution.

SECTION II. PARLIAMENTARY AUTHORITY

The provisions of these By-Laws shall govern the chapter in all cases to which they are applicable and in which they are not inconsistent with the International Constitution and International By-Laws, The Rules contained in the 12th edition of Robert's Rules of Order, the parliamentary authority of the International Body.

ARTICLE IX BY-LAWS

SECTION I. DISTRIBUTION OF THE BY-LAWS

These By-Laws shall be distributed and reviewed at the first Formal Meeting of each new fiscal year.

SECTION II. AMENDING THE BY-LAWS

These by-laws may be amended by approval of two-thirds majority of financial brothers present at a formal meeting provided that any amendment(s) has (have) been submitted in writing and reviewed at least one month (formal meeting) prior to the voting and notice has been given all brothers of such action.

Initiation of a new set of By-Laws can be made by any brother, or any group of brothers with the consent of a two-thirds majority of the voting brothers, a quorum being present.

ARTICLE X ORGANIZATIONAL DIRECTIVE

SECTION I: RELATIONSHIP STATUS OF CHAPTER

Chapters shall be described as follows in Chapter Bylaws and any other legal documentation" Upsilon Nu Chapter, an unincorporated association of the Omega Psi Phi Fraternity, Inc,"

SECTION II: APPROVING AND SIGNING CONTRACTS BY CHAPTERS

- (a) Chapters shall enter into contracts as "Upsilon Nu Chapter, an unincorporated District of the Omega Psi Phi association of the Omega Psi Phi Fraternity, Inc."
- (b) Contracts for a chapter may be signed by the Basileus of the chapter only after the review and concurrence of the Chapter Counselor, or an attorney selected by the District Counselor, and the verification by the Chapter Keeper of Finance that sufficient funds are available or a cost-benefit or other financial analysis has been prepared and approved by the Chapter leadership that relates to the proposed contract.

SECTION III: PARLIAMENTARY AUTHORITY

The rules contained in the 12th edition of Robert's Rules of Order Newly Revised shall govern meetings of the Fraternity in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Fraternity may adopt for a specific meeting.