Chapter Meeting Procedure

Alpha Kappa Psi is recognized as the premier developer of principled business leaders.

Opening

- One rap of the gavel — calls the meeting to order.
  o President and Warden determine if all members are true Alpha Kappa Psi.
- Two raps of the gavel — all brothers rise.
  o President says: “Brothers, for what purpose have we gathered?”
  o Brothers respond with: “To deliberate, to receive counsel and advice, and to study the teachings of our fraternity so that we may become better leaders.”
  o President instructs the Chaplain to invoke the blessing.
- Three raps of the gavel — all brothers be seated.

Roll Call

Secretary reads the names of all brothers in good standing.

Reading of Chapter Minutes

Generally, there is no real benefit in reading the last chapter’s minutes; as a result, a brother can make a motion to waive them. For example:

- Any Brother: “I move to waive the reading of the minutes.”
- Another Brother: “Second”
- President: “A motion has been made and seconded to waive the reading of the minutes. Discussion? All those in favor signify by saying ‘Aye’ Those opposed?”
  (The motion will carry or fail according to the judgment of the President.)

Special Introductions:
(This is where any alumnus, the chapter advisor, etc. are welcomed and introduced to the brotherhood.)

Officer and Committee Reports

Each officer will then present any relevant information pertaining to his/her office.
The pledge educator should present any important dates or information the pledges are required to know or have knowledge about.

Reports of standing committees (as applicable to your chapter):

- Professional
- Philanthropy
- Service
- Social
- Scholarship
- Parliamentarian/Bylaws
- Fundraising
- Athletic Directors
- Historian
- Regional Relations Directors/Inter-Chapter Liaison
Reports of special committees (as applies to your chapter):

- Homecoming
- Any others deemed for a special purpose

Unfished Business
At this point, if there are any motions which have been tabled from the previous chapter meeting, they will be discussed and voted upon accordingly.

New Business
This is the time for new motions to be brought before the chapter.

Brother's chat:
This is your chance to voice any concerns, opinions, problems, or thoughts about Alpha Kappa Psi, chapter or anything else — good or bad.

Discussion and balloting of pledges:

Pledge chat - This occurs every chapter meeting and is a time to talk freely about pledges whether it is good, bad, or a funny story. If there are problems with a pledge the big brother usually speaks last.

Pledge evaluation - This occurs automatically after rituals or when deemed necessary. It is extremely serious and a vote must be taken to remove the pledge if a pledge is brought up. Pledges are brought up by writing their names on a piece of paper. The pledges who have been brought up are announced and pro/con discussion takes place on each pledge. Following discussion, a ballot vote is taken. Pledges should not be removed unless a prior 'Pledge Action Plan' has been created and followed according to the regulations found in the Road to Brotherhood and PEP.

Reading of communications:
If anyone has letters, phone calls or has personally met with alumni, now is the time to mention it in chapter if you wish.

Announcements:
This is the time for brothers to announce things such as: job opportunities, rooms for rent, reminders of upcoming events, meeting times, etc.

The President will call for an adjournment after all announcements are made and clarified. Please DO NOT make a motion to end discussion or end the chapter. Someone may not have an opportunity to speak on an important matter if you do so.

Singing of the Anthem:
After adjournment, the brotherhood gathers in a circle holding hands using the secret grip while singing the Anthem of Alpha Kappa Psi.