Chapter Committee Structure Template
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Committee Structure Template

A chapter’s organizational structure can vary from chapter to chapter due to various factors, such as size, location, or type of institution. The information included in this document is a sample template of how the chapter can start an organizational structure for their chapter to help the chapter run more efficiently and increase its ability to meet its purpose.

When setting up a committee there should be a clearly defined purpose for the committee as well as an outline of the structure of the committee. The chapter president shall have the authority to preside over any committee of the chapter and shall also have the power to appoint any committee not provided for by the laws of the Fraternity or the Bylaws. The president can appoint committee chairs or delegate that responsibility to another officer or the committee to elect its committee chair.

Any member of any committee may be removed or replaced by the committee, officer or member who made the appointment to that committee, except for those officers or members who are specifically designated by these Bylaws to serve on a specific committee.

Suggested Committee Structure

![Committee Structure Diagram]
Executive Committee- Core 7 Officers

The core seven officers are the officers that are outlined in the chapter bylaws template and are reported and tracked by the Heritage Center. The executive committee is made up of these seven officers and serve as the elected officials of the chapter. They should work together to ensure that chapter goals and initiatives are being established in accordance with the needs of the chapter. Appointed officers can be present at committee meetings or be considered a member of the executive committee but note that only elected officers have a vote during committee meetings.

Brotherhood Committee

The brotherhood committee oversees the planning and executing of programs that are designed to build and strengthen the core foundation of our fraternity, the brotherhood of Alpha Kappa Psi. Brotherhood and unity are things that separate us from other business clubs and organizations. A well-planned brotherhood program builds these two foundations and makes for a stronger chapter.

A brotherhood activity or program can include many types of activities, both structured and unstructured. The important thing to remember is the activities should cover a wide variety of interests, so the chapter will host activities that meet their tastes and preferences.

In today’s business society, we encounter all sorts of company and non-company sponsored events. Being able to interact with peers, subordinates and supervisors appropriately is an integral part of proper business etiquette.
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Service Committee

Alpha Kappa Psi understands that being an ethical leader in the business world goes beyond how you carry yourself during your business dealings. Community and university involvement is a paramount responsibility, and we try to impress this on our students. The service committee ensures the chapter can engage its members in activities and programs that live out our core value of service.

Student chapters are charged with the challenge of creating projects that allow them to help others. Projects can be service events to the school such as offering to pick up trash around campus one day a semester, or community service events, such as picking a charity and planning a large fundraiser. Many chapters form an alliance with a local charity, focusing all their off-campus community service efforts towards the betterment of that cause. Ronald McDonald House, local area police and fire men, and soup kitchens are popular choices. Chapters can also vary the causes they give attention to if they choose; our only requirement is that they spend time, as a group, helping others. Compassion is a fundamental part of being a business leader, and through community service, we hope to develop this in our members.

Recruitment Committee

Recruiting new members is a necessary part of each semester to ensure that the chapter will continue to be sustainable on campus. It is an opportunity to share what Alpha Kappa Psi is all about with a wide variety of interested students. Recruitment efforts should be
designed to show all aspects of the fraternity, from professional development to community service.

The recruitment committee is designed to assist the VP of Membership in managing the recruitment efforts of the chapter. The committee should work together to plan and execute all recruitment related activities to ensure maximum engagement from the chapter and that the interested prospects have a positive and enjoyable recruitment experience.

**Pledge Education Committee**

Educating your newly recruited future brothers is a vital part of the Alpha Kappa Psi experience. As with any company, properly educating pledges on the ins and outs provides them with a good knowledge of what they’ll need to do as future brothers as well as develop a proper foundation through learning about the legacy of Alpha Kappa Psi.

The Pledge Education Committee shall be responsible for the proper instruction of pledges in full compliance with the Pledge Manual, the Ritual of Alpha Kappa Psi the Constitution and Statutory Code, the Board of Directors Statement of Policy, Robert’s Rules of Order newly revised, and the chapter Bylaws. The Pledge Instruction Committee shall administer to each qualified pledge the Fraternal Exam and grade the examinations. A vice president shall chair the Pledge Education Committee and appoint the membership thereof. The Chapter President, in general, and the Vice President of Membership and/or Pledge Educator(s), specifically, oversee the chapter’s membership education program.
Alumni Relations Committee

With a network of over 240,000 members, it is possible there are alumni living in your area although they may not have graduated from your institution. Alumni are an asset to the fraternity. There are several ways our alumni can benefit a chapter.

Alumni have professional experiences and knowledge to share with the chapter. Alumni may have the opportunity to financially assist projects of the fraternity. The Vice President of Alumni Relations is responsible for overseeing the planning and execution of the alumni activities with the assistance of the Alumni Relations Committee.

Alumni activities require extensive planning to host a successful event and to motivate the alumni to stay involved with the chapter. The committee should also assist in completing the alumni communication plan and ensure that correct information is kept for all alumni.

Chapter Ritual Team

A successful, efficient and professional chapter ritual is key to ensuring the it is a positive and meaningful experience for all involved. The Chapter Ritual Team should be well versed in all ritual items and work together with the master of Rituals to ensure that all rituals are performed in compliance with the Ritual of Alpha Kappa Psi.

The Chapter Ritual Team is a great way to get older members involved in chapter events. The ritual team should meet before each ritual to ensure that everyone is prepared for
their role in the ritual. Chapter officers such as the MOR and President must be assigned to their specific roles in accordance to the Ritual of Alpha Kappa Psi, but the remaining roles can be filled by any member in good standing.

Compliance Committee

The chapter compliance committee is responsible for ensuring that all chapter activities, programs and events, are completed in accordance with all fraternity policies and procedures. The Compliance Committee should review all planning materials to ensure the chapter is taking all steps necessary to mitigate risk and adhere to fraternity and/or university policies and federal, state, or local laws. The compliance committee should be structured so that there is a variety of class standing or pledge class representation to ensure there is good discussion and perspective when reviewing events. If compliance is not apparent, the committee will suggest proper changes that must be made to ensure compliance. The chapter president shall appoint members to the committee in accordance with procedures established within the chapter regarding eligibility, term of service, duties, etc.

The Compliance Committee should also review the chapter bylaws and any proposed bylaw changed to ensure they do not contradict any of the governing documents of the fraternity. One of our core values is integrity; the compliance committee is charged with assisting the chapter in living out that value through its policies and procedures.
Chapter finances are a necessary and vital part of chapter operations. Financing provides operating revenue to the chapter to fund activities the chapter would like to engage in. Effective fundraising projects and financial processes also provide excellent learning opportunities related to project planning, budgeting and accounting.

An aggressive and properly planned fundraising program can provide the chapter with enough revenue to fund the entire years’ activities. A lack of fundraising can have long lasting impacts on a chapter. The finance committee, in conjunction with the executive committee, must set well-defined goals and evaluate the proposed budget for the year. The budget should include the proposed costs of all activities the chapter wants to participate in or sponsor.