

**Constitution
and
Statutes
of
The Delta Kappa Alpha
Fraternity**

**Adopted by the National Convention
March, 1938**

**Amended and Revised by the
following National Conventions:**

**1938
1969
2012
2014**

**1950
2009
2013
2018**

ORDER OF BUSINESS IN CHAPTER MEETINGS

1. Opening Ceremony.
2. Roll Call.
3. Reports of the Officers.
4. Reports of Standing Committees.
5. Reports of Special Committees.
6. Unfinished Business.
7. New Business.
8. Communications.
9. Proposals for Membership.
10. Balloting on Candidates.
11. Chapter Advisor's Report.
12. Remarks for the Good of the Chapter.
13. Chaplain's Words of Inspiration.
14. Closing Ceremony.

Note: If a chapter has a Sunshine Chairperson, that officer has the floor after Chaplain's Words of Inspiration and before the Closing Ceremony.

USE OF THE GAVEL

Three raps (***) of the President's gavel directs members to stand; two raps (**) directs members to be seated; one rap (*) enjoins silence.

THE CONSTITUTION
of the
DELTA KAPPA ALPHA FRATERNITY

PREAMBLE

We, who have accepted the Cardinal Principles, Jewels, Farmer Tripod, and Creed of Delta Kappa Alpha as a basis of union, and desiring to strengthen our fraternity system and spirit of fellowship, and to secure a greater unity in our aims and objectives and to establish an effective regulation of inter-fraternity affairs, do hereby establish and subscribe to this constitution:

ARTICLE A
NAME

I. *Name.* The name of this corporation is The Delta Kappa Alpha Fraternity.

ARTICLE B
PURPOSES

I. *Purposes.* The purposes for which the Fraternity is organized are:

- To instill the fundamentals of wholesome living and vigorous thinking;
- To foster lifelong character, collaborative and creative storytelling, ethical and productive business practices, philanthropic action, and fraternal bonds by and between students of the cinematic arts;
- To be recognized as the premier institute of upstanding entertainment industry leaders;
- To provide energetic participation in all collegiate activities: artistic, scholastic, social, philanthropic, and administrative;
- To individually and collectively represent Delta Kappa Alpha as an organization designed for and composed of Cinematic Artists of Character;
- To instill more Dramatic, Kinematic, and Aesthetic interest in the field of cinematic arts;
- To encourage the dissemination of information about cinema and to further the development of its possibilities;
- To coordinate more closely the education of students of cinematic arts with professionals in the field;
- To provide opportunities for close association of individuals of diverse backgrounds and personalities, thus advancing human relation skills;
- To bind chapters into a National Fraternity so that a synergistic integration is formed;
- To be supportive of and cooperative with the goals of the educational institutions where chapters of Delta Kappa Alpha are located;

- To exhibit -- as an organization, as individual members and as recruited members -- the Cardinal Principles and characteristics of the 10 Jewels of Delta Kappa Alpha (Creative, Curious, Enthusiastic, Generous, Honest, Humble, Proactive, Reliable, Resourceful, and Respectful), the Farmer Tripod (Selflessness & Loyalty, Constant Learning & Adaptability, “Do-It-Yourself” Inventiveness & Problem-Solving), and the Creed (I believe in Delta Kappa Alpha, its principles and its traditions. I will be loyal to my college, my chapter, and my Fraternity by keeping strong ties and retaining the spirit of youth. In helping others follow their bliss, I shall ask for no reward, I shall seek no glory. I will put character above wealth and my actions will follow my word. I will preserve the history of Cinema and the heritage of my Fraternity. I say with all sincerity: Delta Kappa Alpha has given me honor and distinction; the bond of our fellowship is reciprocal, I will endeavor to so develop myself and so conduct myself that I will ever be a credit to our Fraternity).

ARTICLE C MEMBERSHIP

I. *Membership Qualifications.* Any student not a member of a college professional cinematic arts fraternity who is pursuing undergraduate, post-graduate, or professional study or any member of the faculty/staff/administration of the institution where a chapter of Delta Kappa Alpha is located may be initiated into The Delta Kappa Alpha Fraternity providing they meet the standards of the Fraternity as enumerated by Statute. See Statutes--Title II.

II. *Classes of Membership.* Membership in The Delta Kappa Alpha Fraternity shall be Resident Council or Graduate Council. A Resident Council member may be a student attending a college or university where there is located a chapter or colony of Delta Kappa Alpha, into which one has been initiated, or into which one has been legally transferred. A Graduate Council member shall be a member who has graduated or has permanently left school before graduating from the institution where there is located a chapter or colony of Delta Kappa Alpha into which he or she was initiated or into which he or she was legally transferred. A member of the faculty/staff/administration of the institution where a chapter is located or college graduates who serve in advisory capacities to chapters may be initiated directly into a chapter's Graduate Council. Honorary Membership may be bestowed on an individual who is not otherwise eligible for Resident or Graduate Council membership and who is not a member of another college professional cinematic arts fraternity. If a Resident Council associate or initiation member goes on a “Temporary Leave of Absence” from their university/college they will either be granted Graduate Council status, Temporary Membership Suspension status, or Deactivation status, which will be decided upon by the respective Resident Council’s Executive Council on a case-by-case basis. Specific membership requirements and procedures are enumerated in the Statute--Title II.

III. *Election to Membership.* Election to membership in The Delta Kappa Alpha Fraternity shall be by vote of a Resident Council. See Statute--Title II and Title V.

IV. *Expulsion of a Member.* A member may be expelled from the Fraternity only after due trial. See Disciplinary Statute--Title VII.

V. *Transfer of Membership.* Membership may be transferable between Subordinate Chapters. See Statutes--Title II, Paragraphs 21, 22.

VI. *Voluntary Withdrawal.* Voluntary withdrawal from the Fraternity may be requested by a member. Once granted, it shall be irreversible unless otherwise approved by the National Council, which shall adopt a procedure to affect the consideration and action thereon. See Statutes--Title II, Paragraph 21 (g).

ARTICLE D ORGANIZATION OF THE DELTA KAPPA ALPHA FRATERNITY

I. *Divisions of the Fraternity.* The Fraternity shall consist of the National Convention, the Subordinate Chapters, and such other entities as shall be approved by vote of the National Convention. See Statute--Titles III, IV, V.

1. *The National Convention.* The National Convention shall be the **supreme legislative body of the Fraternity** and shall consist of Delegates from each Resident Council and Graduate Council of the Subordinate Chapters, and the National Officers, assembled in meeting. See Article E and Statutes--Title III.

(a) The National Council shall represent the National Convention between National Convention meetings; shall be the governing body of the Fraternity; and may enact such legislation and take such actions as it deems necessary for the proper supervision, management and administration of the National Fraternity. The graduate members of the National Council shall be the trustees of the Fraternity and as such, shall be its legal representatives. See Statutes--Title IV.

(b) The National Officers shall include the National President, National Vice President, Chief Executive Officer, National Councilors, immediate past National President, and such other National Officers as from time to time the National Council shall so designate except that no employee of the National Fraternity, other than the Chief Executive Officer, shall be a National Officer unless individually so designated by the National Council. See Article F and Statutes--Title IV.

(c) National Headquarters Organization, Supervision, Administration. The National Headquarters or "CineMansion" shall be located in Los Angeles, CA. The Chief Executive Officer of the Fraternity shall be responsible for implementing the directives of the National Convention, National Council, and the National President. He or she shall have authority to employ and direct a Headquarters Staff as authorized by the National Council. See Statutes--Title IV.

2. *The Subordinate Chapters.* A Subordinate Chapter is created by the granting of a charter by the National Fraternity. A Subordinate Chapter shall consist of those members who are elected and initiated, or transferred, into it. Each Subordinate Chapter shall be divided into a Resident Council and Graduate Council. See Statutes--Title V.

(a) A Resident Council shall consist of those members of the chapter in attendance at the institution where the chapter is located who:

1. Are undergraduates; or
2. Have graduated and continue as graduate students of the institution and with the consent of the Resident Council have elected to continue membership in the Resident Council.

(b) A Graduate Council shall be composed of those members of the chapter who have graduated from their respective institution, left school permanently, transferred schools, or are Honorary Members.

(c) Chapter Organization, Supervision, Administration. See Statutes--Title V.

3. *Geographical Area Groupings.* Chapters of the Fraternity may be grouped in geographical areas by the Chief Executive Officer. The groupings may be changed from time to time as the interests of the Fraternity may require. Graduate members of the Fraternity shall be appointed by the Chief Executive Officer to supervise such areas with the title of Domain Director and have duties as prescribed by the Chief Executive Officer. See Statutes--Title IV, Paragraph 38.

4. *Subsidiary Entities.* Subsidiary entities may be authorized by the National Convention or the National Council. Subsidiary shall mean an entity which, by the terms of its own constitution, shall be organizations which are subordinate to the National Fraternity.

5. *Membership in Other Organizations.* The National Fraternity shall be a member of the Professional Fraternity Association and other organizations, which are approved by the National Council. The National President shall name official delegates to the meetings of the Professional Fraternity Association. A Chapter may be a member of the Professional Fraternity Council on campus and of other organizations, which are credentialed by the university/college and/or approved by the Chief Executive Officer.

ARTICLE E THE NATIONAL CONVENTION

I. *Time of Meeting, Power, and Duties of National Convention.* The National Fraternity shall assemble once each two years in National Convention, keep a record of its proceedings, and cause a summary of its actions to be published and distributed to the chapters and National Officers. The National Convention so assembled shall be the supreme legislative body of the National Fraternity and shall consist of one (1) delegate from each Resident Council, one (1) delegate from each Graduate Council, and the National Officers. This body shall formulate policies and elect such National Officers as the constitution directs. It may instruct the National Council and all other National Officers as to policies for the period preceding the next National Convention. Between National Conventions the National Council may enact such legislation as it deems necessary for the proper governance of the Fraternity. Any assembly of the National Convention may be postponed or suspended by vote of the Resident Councils. The questions of

postponement or suspension shall be submitted by the National Council on its own motion to the several Resident Councils or by the written request of any five (5) Resident Councils. See Statutes--Title III.

II. *Voting in National Convention.* Each Resident Council shall be entitled to be represented by one (1) voting delegate, each Graduate Council having an approved organization shall be entitled to be represented by one (1) voting delegate, the National Officers and Past Presidents shall each be entitled to one (1) vote. Presence on the Convention floor when the question is called shall be necessary to exercise a vote and attendance at the Convention session of a majority of the credentialed delegates shall constitute a quorum.

III. *Levying Monies.* All assessments and fees shall be levied by the National Convention or, between Conventions, by the National Council.

IV. *Investments.* All properties and investments of the National Fraternity shall be under the direction of the National Council.

V. *Retroactive Law.* No retroactive law shall be enacted.

VI. *Robert's Rules of Order* (Latest Revision) shall govern the meetings of the Convention, the Councils, and the Committees of this Fraternity to the extent such Rules of Order are not inconsistent with this constitution and statutes.

ARTICLE F NATIONAL OFFICERS

I. *Election of National President and National Vice President.* The National Vice President shall be elected by the National Convention and shall hold office for the term of two (2) years or until a successor shall be elected and qualified. The person so elected National Vice President shall succeed automatically to the office of National President at the adjournment of the succeeding National Convention except when the office of National Vice President expiring at the Convention assembled has previously been vacated or temporarily held for any reason and/or when a vote of confidence is not presented by the National Council. Then and in such event the National Council assembled shall elect a National President and a National Vice President both to serve two (2) years or until a successor National Vice President has been elected and qualified. See Statutes--Title IV.

II. *National Council Vote of Confidence in National Vice President.* In order for the automatic succession provision to take effect the National Council must give the incumbent National Vice President in office a vote of confidence. Should the National Council not give the incumbent National Vice President a vote of confidence in writing to the National Convention, the automatic succession provisions of the preceding Paragraph 1 shall not have any force or effect and the National Convention assembled shall elect a National President and a National Vice President, both to serve for two (2) years or until a successor National Vice President has been elected and qualified as if there had been a vacancy in the office of National Vice President.

In order to validate its vote of confidence in the National Vice President to succeed to the office of National President, the National Council must certify its vote to the National Council in

writing following the convening of the National Convention and prior to election of officers. Should the National Convention not provide in writing said vote of confidence, the National Vice President would not be disqualified from seeking the office of National President in an open election before the National Convention.

III. *National Council Membership, Election and Meetings.*

1. *Membership.* Voting membership on the National Council shall consist of the National President, National Vice President, six (6) National Councilors all of whom shall be Graduate Council members, the one (1) President of The Delta Kappa Alpha Foundation, and one (1) other designee of the Foundation. The Undergraduate Advisory Board will serve as conditional voting members (each Undergraduate Advisory Board member receiving half the vote of a member on the National Council). Any member running for an elected National Position must be present on the Convention floor when the respective election question is called. They must attend all Convention sessions and events required of a Convention delegate for that respective National Convention. See Statutes--Title IV.

2. *National Council Meetings.* The National Council shall meet at least annually or at the call of the National President or on the written petition of three (3) members of the National Council to the National President who shall not have the right of veto. All meetings of the National Council shall be at the times and places directed by the National President. A quorum at a meeting of the National Council shall be a majority of those eligible to vote. Mail ballots are permitted. To address certain specific urgent matters, a telephone conference may be held. In the matter of mail ballots and telephonic decisions, an affirmative vote of a majority of those eligible to vote shall be required to pass a motion. Enactments of the National Council shall be reported to the National Convention at the first session following such action. Notes and anonymous voting results of every National Council meeting are to be sent to all Resident and Graduate Councils. See Statutes--Title IV.

3. *Election of Graduate Council Members to National Council.* At each regular National Convention, two (2) of the six (6) Graduate Council members of the National Council shall be elected to serve for a term of six (6) years or until successors shall be chosen and qualified. In the event of the postponement or suspension of the National Convention, the terms of the Graduate Council members of the National Council shall be proportionately extended. In the event a Graduate Council seat on the National Council is vacated for any reason, the National Council shall elect a successor for the remainder of the term. If a vacated term filled in the manner just prescribed has four (4) or more years remaining, the successor so elected shall not be eligible for a full six (6) year term at the National Convention at which such term expires. Except for the intervening situations imposed by (a) a postponed National Convention, (b) a member of the National Council being elected to the position of National President or National Vice President, or (c) a successor having been elected pursuant to this section to serve out a vacated term, a member may not serve more than six (6) consecutive years on the National Council. The election of Graduate Council members shall follow the election of the National Vice

President. All eligible members running for a National Council position during National Convention shall have the option of giving a two-minute speech.

4. *Delta Kappa Alpha Foundation Members of the National Council.* The President of the Delta Kappa Alpha Foundation and an authorized designee of the Foundation shall be voting members of the National Council. In order for the Foundation representatives to serve on the National Council, other members of the National Council must give the Foundation's specific representatives a vote of confidence.

5. *Undergraduate Advisory Board.* The Undergraduate Advisory Board is to be comprised of only Resident Council Members. To be eligible, a Resident Council member shall have at least one (1) year remaining as full-time student (summers excluded) at the time of his or her selection to the board. Resident Council members shall be elected at each regular National Convention to the Undergraduate Advisory Board for a term of two (2) years. If during a term Undergraduate Advisory Board seat is vacated for any reason, the Undergraduate Advisory Board shall elect a successor for the remainder of the term. In the event of postponement or suspension of the National Convention, the terms of the Undergraduate Advisory Board members shall be proportionately extended. The number of members of the Undergraduate Advisory Board cannot exceed the number of voting members of the National Council. The Undergraduate Advisory Board shall select their officers amongst the members of the board.

(a) Composition:

Six (6) positions shall be nominated by the Undergraduate Nominating Committee and confirmed by the National Council at the National Convention. Up to four (4) positions shall be appointed by the Undergraduate Advisory Board. The National Council will examine the qualifications and confirm the appointments. The terms of all appointed members shall begin at the National Conclave during non-Convention years. Members serve two-year terms from the time of election or appointment.

(b) Officers:

President. The President shall be elected from within the board through a simple majority vote among members. They will be elected before the end of the appropriate Convention or Conclave. They will be elected to a one-year term. They shall chair meetings of the Undergraduate Advisory Board. They or their designee shall serve as a liaison to the National Council.

(c) Scaled Voting with the National Council:

Undergraduate Advisory Board members shall have a scaled vote on the National Council. Each Undergraduate Advisory Board member will have a vote valued at half the value of the vote of each Graduate Council member on the National Council. They may not vote on any question or proposal that has the potential to favor themselves or their Chapter (such as Scholarships, Chapter Loans, Awards, and any other topic that the National Council determines as having or possessing "Undergraduate bias").

IV. *The Chief Executive Officer.* The Chief Executive Officer shall be a National Officer. The Chief Executive Officer shall be chosen by the National Council and their term of office shall be indefinite and at the discretion of the National Council. Should the office of Chief Executive Officer become vacant for any reason, the National President shall appoint an interim Chief Executive Officer whose commission as Interim Chief Executive Officer shall continue until the office of the Chief Executive Officer has been filled or until the Interim Chief Executive Officer has been otherwise decommissioned by the President. The majority vote of the National Council always has the authority to overturn any decision of the Chief Executive Officer. See Statutes— Title IV.

V. *Appointment of other National Officers.* The positions of Educational Director, National Chaplain, Financial Advisor, and such other National Officer positions as from time to time the President may recommend and which the National Council has approved. These National Officers may be appointed by the National President and confirmed by the National Council and their terms of office shall be at the pleasure of the National President.

VI. *Transitional Requirements for Previous Generations of Alumni.* Alumni members who were “initiated” prior to the ratification of the 2012 Constitution will have all the privileges of fraternity membership but will be considered “in bad standing” which only restricts them from holding an elected national position. They can be considered “in good standing” and lose the restriction by passing the National Exam and properly submitting an Initiation Registration Form. They can schedule to take the National Exam at any time throughout the year with the appropriate national officer, designated by the National Council.

ARTICLE G THE SUBORDINATE CHAPTERS

I. *Subordinate Chapters.* The establishment of Subordinate Chapters among the student bodies of institutions of higher education shall be basic to the fulfillment of the Purposes of the Fraternity. Chapters should be established at institutions whose philosophy is not antithetic to fraternities. A nucleus group of students who subscribe to the Principles and Purposes of the Fraternity shall be the foundation for establishment of a Colony. The Fraternity shall direct, aid and nurture the development of the Colony that it may evolve into being chartered as a Chapter.

II. *Procedure to create a new Chapter.*

1. An undergraduate student group may become approved as a Colony by vote of the National Council. The group must meet such requirements and standards as have been established by the National Council and are in effect on the date of the groups written request to become a Colony. A petitioning local fraternity shall be designated as a Colony and shall meet the same requirements as does a Colony.

2. A Colony may become a Chapter by meeting the requirements specified by Statute for Chapter status, petitioning for said status, receiving approval by vote of the

National Council, as being installed as a Chapter of the Fraternity by being granted a charter. See Statutes-Title V.

III. *Chapter Names.* The chapters shall be named in the order of their admission by the consecutive letters of the Greek alphabet, the double letters to be used when repetition is necessary. Deactivated Chapters will maintain and hold their name for the purpose of future reactivation at their respective university/college.

IV. *Installation Team.* The National President shall designate an installation team and arrange a date for installation of a new chapter.

V. *Suspension or Withdrawal of a Chapter Charter.* The charter of a chapter may be suspended or withdrawn for failure to comply with the National Constitution, Statutes, rules, regulations or policies existing there under only in the following manner:

1. A charter may be suspended by the National Council for any period of time at the discretion of the National Council.

2. A charter which has been suspended by the National Council shall be withdrawn if three-fourths of the National Convention so vote, and provided a recommendation to that effect has been made by the National Council, and provided the said suspension has been in effect not less than six months.

VI. *Functions of a Graduate Council of a Dormant Chapter.* A chapter whose charter has been suspended or withdrawn shall have no duties or privileges as a chapter except that the National Council may authorize the Graduate Council of said chapter all privileges and duties of any other Graduate Council.

ARTICLE H GENERAL PROVISIONS

I. *Indemnification.* The National Fraternity shall indemnify any former or present Councilor, Officer or Staff Member to the extent of expenses actually and reasonably incurred by such person in connection with the defense of any action, suit, or proceeding, civil or criminal, in which such person is made a party by reason of being or having been a Councilor, Officer, or Staff Member, except in relation to matters as to which such person is adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of his or her duty to the Fraternity.

II. *Audit.* Financial statements of the Fraternity and its subsidiary shall be audited at least annually by a certified public accountant. A copy of such audit shall be sent to the Fraternity at its national office no later than three months after the close of each fiscal year.

III. *Fiscal Year.* The fiscal year of the Fraternity shall commence the first day of July of each year and end on the 30th day of June of the succeeding year.

ARTICLE I AMENDMENTS

I. *Two-thirds Vote to Amend.* This Constitution shall be amended only upon the affirmative vote of two-thirds of the delegates present at the National Convention.

II. *Manner of Proposing Amendments.* Any Council, Resident, Graduate or National may propose amendments to this Constitution. All proposed amendments must be presented in writing to the National Council not less than ninety (90) days prior to a National Convention considering the amendment.

III. *Entire Section Must be Amended.* No part of this constitution shall be revised or amended unless the section or sections containing that part is amended.

IV. *The Supreme Law.* This Constitution shall be the supreme law of the Fraternity. The Constitution and the Statutes of the National Fraternity shall govern the Subordinate Chapters, and the various chapters and members shall be bound thereby, anything in the bylaws of any Subordinate Chapter to the contrary notwithstanding.

THE STATUTES of the DELTA KAPPA ALPHA FRATERNITY

TITLE I RITUALISM AND INSIGNIA

1. *National Coat-of-Arms.* The National Coat of Arms or “Arms of Alliance” shall be:
 - (a) *Crest:* A film camera on a tripod or (gold).
 - (b) *Arms:* The arms of the said Delta Kappa Alpha are blasoned as follows: azure, a chevron between in chief three torches inflamed and in base a dragon salient, a bordure or.
 - (c) *Mantling and Motto:* The mantling consists of laurel leaves, all or. The motto is “Truth in Illusion” translated to Greek as “ΑΛΗΘΕΙΑ ΣΤΗΝ ΠΑΡΑΙΣΘΗΣ.”
2. *Chapter Coat-of-Arms.* The Chapter Coat-of-Arms or “Arms of Community” shall be the same as the arms of alliance, excepting that at the honor point shall be placed the initial letter or letters of the particular chapter in Greek capitals argent (white).
3. *National Grand Seal.* The National Grand Seal or “Seal of Alliance” shall be circular in form, bearing two laurel leaves or. The words, "Delta Kappa Alpha Fraternity--1936," shall encircle the central figure of a film camera on a tripod or. The Seal shall be an impression seal.
4. *Chapter Seal.* The Chapter Seal or “Seal of Community” shall be the same as the National Grand Seal, excepting that between the tripod legs of the film camera on a tripod shall appear the greek letters of the particular chapter in Greek capitals and the words "Chapter Seal" shall be substituted for "1936."
5. *Fraternity Flower.* The flower of the Fraternity shall be the white carnation.
6. *Fraternity Banner.* The banner of the Fraternity shall be a heraldic pennon divided vertically in two sections with the left half or (outlined azure) and the right half azure (outlined or). Centered in the left half the downward reading Greek Letters of Delta, Kappa, and Alpha azure. Centered in the right half the Coat of Arms. The Banner will be displayed vertically.
7. *Fraternity Colors.* The colors of the Fraternity shall be deep royal blue and old gold.
8. *Title to Pins and Keys.* The ownership of all badges (Pins and Keys) shall be vested in the National Fraternity, and the National Council shall control and supervise the use thereof.
9. *Member Key.* The authorized Member Key of Delta Kappa Alpha Fraternity, Incorporated shall be the shape of a hexagon, having deep, royal blue unenameled center of like

shape though smaller in size. The remaining portion of the surface shall be enameled gold. From the top protrudes the gold key top with ring and out the bottom the protrudes the gold key bottom. Upon the deep, royal blue unenameled surface shall be a film camera on a tripod, on which the magazines and lens appear, the whole figure (of camera and tripod) shall be made of gold and raised above a deep, royal blue unenameled surface. Under the figure shall be the Greek letter "DELTA" and to its right the Greek letter "KAPPA," and to its right the Greek letter "ALPHA" all three being also gold inlaid in the deep, royal blue unenameled surface. The Key shall be worn on the vest or shirt or dress, one inch medial (toward the center) and on the plane with the heart. The Key shall not be worn on the coat, tie, or in any other location. The owner's chapter letter and individual member number shall be engraved upon the reverse side of the Key. The Fraternity positively forbids the loan of the Fraternity Badge to any person not a member of this Fraternity, and furthermore, it strongly discourages and vigorously protests against the promiscuous lending of Keys to anyone.

10. *Pledge/Associate Pin.* The authorized Pledge/Associate Pin shall be circular in shape, one half (1/2) inch in diameter, enameled gold and inlaid black makeup the design of a 16mm Film Reel, made according to specifications on file at the office of the Chief Executive Officer.

11. *Official Jewelers.* The National Council shall provide for official jewelers and other usage of the insignia and ritual of the Fraternity.

12. *Ritual.* Copies of the ritual shall be printed in English and shall be held in the custody of the Chief Executive Officer. They shall issue copies to the Chaplain of each Resident Council who shall receipt for the same. The President, Sergeant-at-Arms, and Chaplain shall be held personally responsible for said rituals and shall preserve the Ritual Book and Ritual Regalia in a safe, secure place under lock and key.

13. *CineManor and CineMansion.* Every house officially and unofficially associated with a DKA Colony and Chapter shall only be called a "CineManor" or "DKA CineManor". All Fraternity members shall call the National Headquarters or Executive Offices the "CineMansion", "DKA CineMansion", "National Headquarters (HQ)" or "Executive Offices".

TITLE II MEMBERSHIP

14. *Permission for Initiation.* A Resident Council shall request and receive permission from the Chief Executive Officer before initiating a person. Request for this permission and initiation fee payments (through Initiation Package Order) shall be made at least two weeks prior to the date of the Initiation Ceremony on the regular form (Initiation Request) and shall include:

- (a) The date of proposed initiation.
- (b) The information desired for the Chief Executive Officer's membership record.

(c) The DKA Initiation Registration Form properly submitted by each pledge member at least two weeks prior to the Initiation Ceremony.

(d) The initiation fee of \$40 per pledge member at least two weeks before Initiation Ceremony date. If a Resident Council initiates a person (or people) without having received permission from the Chief Executive Officer or without having receipt confirmation of all necessary fees, a penalty in the amount of one hundred (\$100) dollars per unconstitutionally initiated member shall be imposed upon said Resident Council.

(e) If a Resident Council postpones an initiation, it shall report that fact to the Chief Executive Officer immediately and state the date to which said initiation has been postponed.

15. *Financial Requirement for Initiation.* No one shall be initiated if they are in arrears in any obligation to the Chapter, to the Colony, or to the Executive Office.

16. *Eligibility for Initiation.* A person may become eligible for initiation to membership by the following procedure:

(a) They shall be eligible for membership in a duly chartered chapter of the Fraternity. For a colony, initiation shall be simultaneous with the chartering ceremony but not prior thereto.

(b) They shall be judged by the Resident Council to be of good moral character and to have respect for the "ideals and purposes" of the Fraternity. Their prospective initiation shall receive an affirmative two-thirds (2/3) vote of the Resident Council present and voting at a Resident Council meeting with a quorum.

(c) They shall have been pledged according to ritualistic procedure.

(d) They shall take orientation as stated in the Ritual, Membership Manual and Pledge Education Program as approved by the National Council and furnished by the Chief Executive Officer.

(e) They shall pass, with a grade of not less than seventy-five (75) percent, an examination prepared by the Chief Executive Officer or National Council.*

(f) They shall pay the \$40 Initiation Fee and have correctly submitted the DKA Initiation Form to the Executive Offices at least two weeks before their Initiation Ceremony.

(g) Permission for this initiation shall have been received from the Chief Executive Officer or National Council.

*The National Exam must be administered by the Chapter Advisor, the Chairperson of the Board of Governors or by another appropriate alumnus with certification of that individual being made in writing to the Chief Executive Officer or National Council. The certification must have accompanying it a list of all the pledge members who were tested

and the grade that they received on the exam. This certification must be received by the Chief Executive Officer prior to permission being granted to initiate those Pledge members. The National Exam must be graded and reported to the respective Resident Council within 24 hours of completing the exams. The National Exam must be taken after the eighth official pledge education program weekly meeting. The Emergency Exam (which is a different version of equal information and difficulty as the original National Exam) will be administered after the first attempt of the National Exam (at the discretion of the approved National Exam Administrator). The passing grade of the Emergency Exam will also be at least seventy-five (75) percent.

If a Pledge Member completes a Chapter's TROT Program but fails both the National Exam and Emergency National Exam, they are removed from the Pledge Program without Initiation. They have the right to re-rush and re-pledge (if the chapter awards them a bid) the following term. Individuals in this specific situation will have the option of "testing out" of the TROT Program within the first week after Bid Night by taking the National Exam. "Testing out" in this specific situation will require a passing score of at least 85%. If they pass the National Exam, they will immediately receive Neophyte status and will not have to complete the TROT Program for a second time. If they fail the National Exam for a third time, they will still have the option of continuing to retake the TROT Program and National Exam with their second Pledge Class.

17. *Scholastic Requirement for Initiation.* Before initiation, a student must have attained, for a normal full-time load during the previous academic term, or an accumulative scholastic average, or last grade point average information available, equivalent to a 2.0 grade point average (on a 4.0 scale).

(a) In the event that first semester freshmen are considered for initiation, upon request the Chief Executive Officer may waive this requirement as long as the pledge has submitted immediately previous grade reports reflecting his or her ability to meet the 2.0 standard.

(b) A pledge may not be retained for more than one calendar year as a pledge without having been initiated.

(c) If after one calendar year, the pledge has not attained a 2.0 semester or accumulative grade point average, they must be disassociated for at least one full academic term. If they later attain a 2.0 or higher grade point average, they may be initiated. However, they must re-associate with the chapter and pay the pledge fee. Each chapter will execute the right to determine whether the individual should repeat the pledge education program or be immediately initiated.

(d) Any chapter found to violate the scholastic requirement for initiation statute may be subject to penalties outlined in Title II, Section 14(d).

18. *Oath Necessary.* Every person initiated into this Fraternity shall subscribe to the Initiation Oath and participate in the full Initiation Ceremony as specified in the Delta Kappa Alpha Ritual Book, originally adopted at the 2012 Convention held in Los Angeles, California, on August

5, 2012. They shall be made aware of the content of the oath and shall have indicated their acceptance prior to experiencing the ritual.

19. *Initiation of Members.*

(a) Not more than thirty people may be initiated within a single ritual ceremony facilitated by a Chapter. More than one ritual ceremony may be performed if required and approved by the National Council.

(b) A Chapter (or Colony) may not give bids to or initiate (or associate) more than a twenty-five (25) person Pledge Class.

20. *Jewelry Orders.* All official Keys and Pins shall be ordered on official order blanks through the Executive Office. Official badges shall be engraved with the Chapter Letter(s) and Fraternity member number.

21. *Transfer of Resident Membership.* Any member who is pursuing work at a college or university where is located a chapter of Delta Kappa Alpha other than the chapter to which they belong may transfer their membership to the Resident Council of the local chapter by the following procedure:

(a) They shall formally request the Resident Council of the local chapter to secure a certificate of transfer from the Chief Executive Officer.

(b) The Resident Council to which they desire to transfer shall consider the request and, if approval is given, the Chief Executive Officer shall be informed of the approved transfer.

(c) The Chief Executive Officer shall request from the chapter in which they hold membership a statement of all indebtedness, notes, or other obligations owed to it by the member; and if such statement is satisfactory and the application is approved by the chapter, notice shall be given the Chief Executive Officer.

(d) Following receipt from the Chief Executive Officer of the certificate of release from the member's chapter, the chapter to which one desires to transfer shall vote upon their request and, if approval is given, notification shall be sent to the Chief Executive Officer.

(e) In the event the member is in debt to the chapter of original membership, transfer cannot be completed until the obligation is paid in full.

(f) *Voluntary Withdrawal.* At a date no earlier than 1 year after the original petition date, a member may appeal to the National Council for a reversal of a voluntary withdrawal. The member must submit the appeal in writing, along with proof that all past financial delinquency has been resolved. A member may appeal a Voluntary Withdraw only once.

(g) There shall be no "alumni" classification of membership within a Resident Council.

22. *Transfer of Graduate Membership.* A graduate member may transfer their membership to another Graduate Council by filing a written request for the transfer with the National Council accompanied by a certificate from his or her Resident and Graduate Councils that all of their Fraternity obligations have been paid in full. Their Graduate Council shall vote on the transfer and shall certify its action to the National Council. The Graduate Council to which they desire to transfer membership shall vote on the transfer and shall certify its action to the National Council. If both Graduate Councils approve, the transfer shall become effective upon approval by the National Council.

23. *Members of Local Colony Eligible for Initiation.* Prior to installation as a Chapter of Delta Kappa Alpha, the petitioning local colony shall submit to the National Council a complete list of its members in good standing, together with such information about each member as the National Council may require. Individuals who hold membership in said local colony but who are not initiated at the time of the installation may be later initiated in the usual manner.

24. *Honorary Graduate Membership.* Any person not otherwise eligible for Resident or Graduate membership who, through membership in Delta Kappa Alpha, shall bring to it honor and distinction may be nominated to become an honorary graduate member of Delta Kappa Alpha.

(a) The person must be nominated by a Resident or Graduate Council or both (preferably both).

(b) Nominations must be sent to the Fraternity's Chief Executive Officer for screening. Such nominations must include comprehensive documentation which details and emphasizes the reasons for his or her nomination, together with a minimum of three letters of recommendation and support. One of which must be from the Council making the nomination.

(c) Action of the National Council to approve or disapprove the nomination is reported to the Chief Executive Officer, who, in turn, shall notify the Council having made the nomination. If approved, the nominee shall be initiated as an Honorary Member of a Graduate Council.

(d) If action of the National Council has been affirmative, nominee may be initiated into Delta Kappa Alpha by participating in the ceremony of the ritual as an individual or with another candidate for membership, or by witnessing the initiation of a candidate. If the latter, the nominee would take the oath of membership at the conclusion of the ritual ceremony. If the individual is a member of another professional college fraternity, they may not be initiated into Delta Kappa Alpha but may be "honored" by means of special recognition to be determined by the Council making the nomination and the Fraternity's National Headquarters.

(e) Specific procedures for seeking Permission to Initiate are delineated in Title II, Section 14, Permission for Initiation, and Title V, Section 52, Membership Fee.

(f) A member of the faculty/staff/administration of the institution where a chapter is located or college graduates who serve in advisory capacities to chapters may be initiated directly into a chapter's graduate council with the approval vote of the Board of Governors.

TITLE III NATIONAL CONVENTION

25. *President's Pre-Convention Message.* The National President shall transmit to each Resident and each Graduate Council, at least one month before the convening of a National Convention, information on the state of the Fraternity, and shall recommend to their consideration those measures he or she shall deem necessary.

26. *Appointment of Committees.* The National President shall appoint for each National Convention the following committees and such other committees as are necessary: Credentials, Jurisprudence, Delegates' Requests, Scholarship, Nominations, and Resolutions.

27. *Order of Proceedings.* The order of proceedings at each National Convention, unless changed by a majority vote thereof, shall be as follows:

- (a) Opening Ceremony.
- (b) Pledge of Allegiance to the Flag of the United States.
- (c) Reciting the Creed of Delta Kappa Alpha.
- (d) Roll Call of Delegates.
- (e) Reading of Minutes of Previous National Convention.
- (f) Report of Enactments of the National Council.
- (g) Reports of Officers.
- (h) Communications and Appeals.
- (i) Reports of Committees.
- (j) Unfinished Business.
- (k) New Business.
- (l) Election of Officers.
- (m) Announcements and Resolutions.
- (n) Closing Ceremony.

28. *Quorum.* A quorum of the National Convention shall consist of a majority of those entitled to vote. A two-thirds (2/3) affirmative vote shall be required to amend the Constitution. A majority affirmative vote shall be required to pass on other motions.

29. *Delegates' Credentials.* The Chief Executive Officer shall issue to each Council credential forms for certifying the names of delegates and alternates to the National Convention. The credentials shall be executed and returned to the Chief Executive Officer promptly.

30. *Proxy Voting.* A vote cannot be cast by proxy in the National Convention.

31. *Floor Privileges.* All Past National Officers shall have the privilege of making motions from the floor of the National Convention.

TITLE IV NATIONAL FRATERNITY OPERATIONS

32. *National Council.* The National Council shall be elected per the procedure prescribed by Article F, Section II of the Constitution. The National Council shall direct the general affairs of the Fraternity. The National President shall be the presiding officer. The Council shall select and commission a Chief Executive Officer to implement the purposes and policies of the Fraternity. Meetings shall be held at least once a year and at such other times as the National President or a majority of the National Council specifies.

33. *National President.* The President shall be elected to the office in the manner prescribed by Article F, Section I of the Constitution. They shall function to assure the continuation and success of the National Fraternity as outlined in the Articles of Incorporation, the Constitution, and Statutes. They shall oversee all functions and procedure of the Fraternity as they relate to the Divisions of the Fraternity. They shall preside over all meetings of the National Convention and the National Council and appoint such committees they deem desirable. They may require any officer or committee to make a report and perform other duties as commonly devolve upon such an office. They shall have such other powers as are conferred on them by the National Council. Their decisions shall be binding unless reversed by the National Council or the National Convention.

34. *National Vice President.* The National Vice President shall be elected per the procedures prescribed by Article F, Section I of the Constitution. They shall serve as the assistant to the National President, and work with them at his or her discretion in the interest of the National Fraternity. They shall perform all of the duties of the National President in their absence.

35. *Chief Executive Officer.* The National Council shall select and employ the Chief Executive Officer at such compensation as it may determine. The Chief Executive Officer shall have the responsibility and authority to manage, supervise and administrate the affairs of the Fraternity in accordance with the mandates of the National Convention, the National Council and the National President. They shall be the Chief Executive Officer of the Fraternity and shall select and employ the Headquarters' staff members and delegate to them areas of responsibility as necessary to fulfill the overall mission of the National Headquarters. They shall be the Statutory Agent for The Delta Kappa Alpha Fraternity. Transactions and matters, which are in the ordinary course of the Fraternity's business, shall be conducted by the Chief Executive Officer without the necessity for obtaining National Council approval. Any transaction or matter not in the ordinary course of the Fraternity's business shall be previewed by the President or the National Council and the Chief Executive Officer shall obtain specific authorization on general policy recommendations prior to proceeding with such a matter. At the direction of the National Council the Chief Executive Officer may be assigned to a corresponding position with any subsidiary entity of the National Fraternity.

36. *Executive Committee.* The President may appoint an Executive Committee whose

specific function shall be advisory to the President and the National Council unless given specific decision-making authority by the National Council. They cannot have the voting power of the National Council. The term of these executive committee members can be as long as the appointing National President's term and can be extended by the succeeding National President at their pleasure.

37. *Fraternity/Foundation Coordinating Council.* The President of the Fraternity shall appoint membership to the Fraternity/Foundation Coordinating Council consisting of the National President, National Vice President and one At Large National Council Member. The Delta Kappa Alpha Foundation Chairperson shall appoint membership to the Fraternity/Foundation coordinating Council consisting of the Foundation Chairperson, Vice Chairperson and one At Large Member. Chair responsibilities shall be shared by the Fraternity President and Foundation Chairperson rotating annually. The Fraternity/Foundation CEO shall serve as an ex-officio non-voting member of the Coordinating Council.

38. *Geographic Area Groups.* The grouping of chapters having reasonably proximate locations to one another to facilitate communication on Fraternity matters may be arranged by the Chief Executive Officer. Capable and interested alumni may be enlisted to provide liaison between the Board of Governors of the Chapter, the Chapter itself and the National Headquarters. The Groupings shall be called Domains and the alumnus shall be a Domain Director. Domain Directors shall have the status of "National Officers" but shall not have a vote at the National Convention.

39. *Delegation of Powers and Duties.* Where not otherwise provided for herein, in the case of absence or inability to act of any officer of the National Fraternity and of any person herein authorized to act in his or her place, the National Council may delegate the powers or duties of each officer to any other officer or other person whom it may select.

40. *Presidential Vacancy or Disability.*

(a) If the office of National President is vacated for reasons other than disability, the National Vice President shall serve the remainder of the National President's term.

(b) Should the National Council determine by two-thirds (2/3) vote that the National President is disabled, the National Vice President shall then assume the office of National President and so serve until such time as the National Council shall certify by two-thirds (2/3) vote that the National President's disability no longer exists or the term of office expires.

(c) In the event that both the office of National President and National Vice President are vacated for any reason, the National Council shall elect one (1) of its members to serve as National President the remainder of the President's term.

(d) In the event that the office of National Vice President is vacated for any reason, the National Council shall elect the successor for the remainder of the term.

41. *Judicial Power.* The Judicial power shall be vested in the National Council and in such other inferior courts or tribunals as the Fraternity may establish. The National Council shall have jurisdiction to try cases of impeachment of National Officers and all cases appealed from lower courts, to interpret laws when appeal has been made from the decisions and interpretations of other courts or officers, and to try all cases not otherwise definitely provided for. The place of the trial shall be fixed by the National President subject to the approval of a majority of the National Council.

42. *Removal of an Officer.* Any officer of the Fraternity may be removed from office upon conviction of gross neglect, malfeasance or misfeasance in office, or of conduct unbecoming to their office.

43. *National Councilor Ineligible to Vote in Own Trial.* A National Councilor shall not vote in the trial of a case in which they are the accused or implicated with the accused.

44. *Legal Status of Subordinate Councils.* All Resident and Graduate Councils are chartered under the authority of The Delta Kappa Alpha Fraternity as organized under the corporate laws of the State of California and are subordinate to The Delta Kappa Alpha Fraternity. Upon the dissolution of any chartered chapter, the remaining assets and personal property, especially regalia, shall inure to The Delta Kappa Alpha Fraternity for such archival purposes as may be necessary and proper. All Subordinate Chartered Chapters, by acceptance of a charter, agree to adhere to the provisions set forth herein. Upon dissolution of any chartered chapter, the Chief Executive Officer must be notified immediately to ensure a proper transition of the functions and transfer of any property to The Delta Kappa Alpha Fraternity.

45. *Registered Office and Agent.* The Fraternity's registered address shall be 185 S. Orange Drive, Los Angeles, California 90036.

TITLE V SUBORDINATE COUNCILS

46. *Resident and Graduate Council Bylaws.* The National Constitution and Statutes are the supreme governing laws of the Fraternity and its subordinate entities. Each Resident Council and each Graduate Council shall adopt Bylaws and shall submit two (2) copies of them, and any amendments thereto, to the Chief Executive Officer for approval. Resident and Graduate Council Constitutions in existence at the time of adoption of this section shall be deemed Bylaws as set forth herein. Any current Resident or Graduate Council sections conflicting with the National Constitution and Statutes shall be deemed null and void. The Chief Executive Officer must approve or disapprove the Bylaws or amendments within sixty (60) days upon arrival to their office. No Bylaws or amendments thereto shall become effective until sixty (60) days after submission.

47. *Board of Governors of a Chapter.* Each Chapter shall have a Board of Governors composed of at least a Board of Governors Chairperson, Chapter Advisor, and three (3) other non-Resident Council members. Two (2) Resident Council members shall serve on the Board. These Resident Council members shall be the President and Treasurer. The members shall be certified

and approved by the Chief Executive Officer. This Board shall be the general supervisory body of the Chapter, and shall be responsible to the Domain Directors in all matters. In the event that the Domain Director position is vacant, the Board shall be responsible to the Chief Executive Officer. Articles of Operation for the board must be filed with the National Headquarters. At least ten (10) meetings shall be held each year and official meeting minutes must be recorded and filed. The Board of Governors Chairperson and Chapter Advisor shall be Graduate Council members of Delta Kappa Alpha. The Resident Council must select a Chapter Advisor. The Board of Governors secretary shall be President of the Resident Council. The remaining Board of Governors positions will include: Alumni Advisor, Financial Advisor, Recruitment Advisor, Risk Management Advisor, Scholarship advisor, and Professional advisor. The Board of Governors positions mentioned will perform such duties as outlined by the National Headquarters. The Board of Governors shall have full authority to enforce the Statutes of the National Constitution as they pertain to the Resident Council, subject to review by the Chief Executive Officer. In matters pertaining to scholarship and finance, the authority of the board shall be absolute, with the exception of expulsion proceedings which must follow the statutes for a member trial outlined in Title VII. The Board of Governors shall have full authority to summon any member of the Resident Council upon proper notice, to appear before the assembled Board of Governors and must also approve the selection of a Faculty/Staff Advisor. It shall be the duty and responsibility of the Board of Governors to act in the best interest of the Fraternity at all times in accordance with the National Constitution and Statutes and Board of Governors Articles of Operation. In the event the chapter fails to maintain an active Board of Governors, the Domain Director or Chief Executive Officer may appoint needed members to the Board of Governors.

48. *Resident Council Officers.* The Resident Council officers shall consist of a President, Vice President, Secretary, Treasurer, Programming Chairperson, Public Relations Chairperson, Cinematic Affairs Chairperson, Sergeant-at-Arms, Interchapter Chairperson, Historian, Recruitment Chairperson, Pledging Secretary/Rush Lead, Pledge Education Officer, Alumni Relations Chairperson, Scholarship Chairperson, Housing Chairperson (if applicable), Chaplain (if chartered), Philanthropy Chairperson, Culture Chairperson, Retreat Chairperson, Social Chairperson, Editor-in-Chief, Standards Board Members-at-Large, Risk Management Chairperson, Industry Education Chairperson, Cinema Literacy Chairperson, Production Chairperson, and such other offices as may be required. Election of Executive Council officers shall be held between April 1 and June 1 of every academic year, and these officers shall be installed at the first regular meeting following their election. Executive Officers shall be so elected for a term of one (1) year unless permission is granted by the Chief Executive Officer. The Officers of the Executive Council shall consist of only the President, Vice President, Secretary, Treasurer, Programming Chairperson, Public Relations Chairperson, and Cinematic Affairs Chairperson. All other officers, categorized as Administrative Council Officers, shall be so elected for the term of one quarter/semester.

(a) *President.* The President shall be responsible for all official acts of the Resident Council and shall be accountable for the operation of the Resident Council. They shall enforce all laws and rules of the Fraternity, supervise work of subordinate officers and committees, and oversee the financial operations of the Resident Council.

(b) *Vice President*. The Vice President shall serve as the assistant to the President, they shall serve as the Chairperson of the Membership Department, keep updated membership records, and shall oversee the committee system of the Chapter and the transition of outgoing to incoming officers and officer binders.

(c) *Alumni Relations Chairperson*. The Alumni Relations Chairperson shall be responsible for developing and helping to maintain a program of alumni relations and communications.

(d) *Secretary*. The Secretary shall prepare complete minutes of all meetings, ensure effective communication inside and outside of the chapter, compile reports, and shall submit all McClelland Challenge reports to the Executive Offices.

(e) *Treasurer*. The Treasurer shall keep full and accurate records of all financial matters of the Resident Council in a standard accounting system approved by the National Council. They shall render or have rendered a statement of the financial condition of the Resident Council, as prescribed in the McClelland Challenge, to the National Headquarters, monthly to their Board of Governors and weekly to their own Resident Council. At the close of their term of office their records shall be audited by an accountant or committee approved by the Chapter's Board of Governors.

(f) *Pledge Education Officer*. The Pledge Education Officer shall supervise the instruction and orientation of candidates prior to initiation. They shall follow the National Fraternity's Official Pledge Education program and curriculum ("The Road of Trials" Program). Recruitment and Pledge Education will occur twice every academic year.

(g) *Recruitment Chairperson*. The Recruitment Chairperson shall direct the recruitment activities of the Resident Council in accordance with the Delta Kappa Alpha rules, values, and brand. They shall follow the National Fraternity's Official Recruitment Program and practices ("Call to Adventure" Program).

(h) *Scholarship Chairperson*. The Scholarship Chairperson shall be responsible for developing an academic awareness among members of the Resident Council and shall also help to maintain an atmosphere and tone within the chapter conducive to the pursuit of academic excellence.

(i) *Chaplain (if chartered)*. The Chaplain shall supervise the ritualistic ceremonies of the Resident Council. In addition to the President and Sergeant-at-arms, the Chaplain shall be personally responsible for the Ritual and the regalia and shall preserve the same in a safe, secret place under lock and key.

(j) *Cinematic Affairs Chair*. The Cinematic Affairs Chair shall supervise the development and practice of skills and productivity in the Cinematic Arts.

(k) *Public Relations Chair*. The Public Relations Chair shall be responsible for ensuring that communication of fraternity identity, brand, public values, chapter events, and

recruitment information is effectively reaching the appropriate audiences in a timely and professional manner.

(l) Programming Chair. The Programming Chair shall be responsible for overseeing the planning, scheduling, developing, and implementing of philanthropic, culture, fundraising, and social events for the chapter.

(m) House Manager (if applicable). The House Manager shall be the custodian of the chapter house, and it shall be their duty to maintain the property.

(n) Eligibility for Office. To be eligible for election or appointment to office, an initiated member must have a cumulative scholastic average, and an average for the preceding academic term, equivalent to or above a 2.0 grade point average. If at any time during their tenure, an officer falls below this standard, they shall immediately forfeit their office and another member shall be elected or appointed to fulfill the remainder of their term. The Chief Executive Officer may at their discretion suspend the application of this Statute to any chapter or chapters.

49. *Officers of a Graduate Council.* Officers of a Graduate Council shall consist of a President, Secretary, Treasurer, and such other officers as may be required.

50. *Delegates to National Convention.* Each Resident Council and each Graduate Council shall elect a delegate and an alternate to each National Convention. Each Council shall have a vote on questions that come before the Convention.

51. *Resident and Graduate Council Reports.* Resident Councils and Graduate Councils shall make reports as required by the National Convention, the National Council, the National President and the Chief Executive Officer. The Order of Officer Reports will be by the Department order of President, Secretary, Treasurer, Vice President, Programming, Cinematic Affairs, Public Relations, Standards Board. Each Executive Council Officer is immediately followed by their respective department's committee chairpersons.

52. *Membership Initiation Fee.* Each person admitted to membership in a Delta Kappa Alpha chapter shall pay the appropriate fees as established by the National Convention or, in off-Convention years, by the National Council. Refer to the Membership Reporting Procedure found in the president's manual for the specific amounts. The Resident Council dues are based on the chapter's initiated membership roster as of October 1 of each year. A membership fee in the amount of \$40.00 (including standard member key) shall be charged faculty and honorary initiates and alumni members of a local granted a charter. All fees for Resident Council members, faculty, honorary, or alumni members shall be collected by the Resident Council Treasurer and transmitted to the Executive Offices in accordance with membership reporting procedures and requirements.

53. *National Accounts.* All accounts owed to the National Fraternity shall be due upon receipt of invoice. For failure to pay any account within thirty (30) days after billing, the initiation privilege of the chapter shall be suspended until the account is paid or until a release of suspension is granted by the National Council.

54. *Pledge Education.* Each Colony/Resident Council shall conduct recruitment activities to enlist new Pledges in accordance to the “Call to Adventure” Recruitment Program. Each Pledge, prior to becoming eligible for initiation and full membership, shall complete the nationally mandated Pledge Education Program (“The Road of Trials” Program) which informs them about being a successful lifetime member of Delta Kappa Alpha and about The Delta Kappa Alpha Fraternity’s operations, structure, values, rules, history, traditions, and other important Fraternity insights. The Membership Manual and TROTbook, published by the National Headquarters, shall be the basic texts. Local information specific to the Chapter, university/college, as well as social and professional mores shall be included in the course. The Risk Management Policy of the Fraternity shall be explained to Pledges.

55. *Administrative and/or Faculty Advisors.* Each Resident Council must select an Administrative and/or Faculty Advisor. The Administrative and/or Faculty Advisor will perform such duties as are outlined by the National Fraternity. The Chapter’s Board of Governors must approve the selection of every new Administrative and/or Faculty Advisor.

56. *Approval of Negotiations Concerning Chapter Houses.* Any chapter or any affiliated House Corporation desiring to lease, build, purchase, sell, or otherwise dispose of a chapter house shall secure the approval of the National Council before making commitments of any nature. Where the expenditure for chapter house repairs, remodeling or other improvements requires securing either a building permit from a municipal authority, a loan from an institutional lender, or exceeds an aggregate sum of \$25,000 on a proceeding 12 month basis, the House Corporation shall secure the approval of the Chief Executive Officer before making commitments of any nature. Failure to secure prior approval may result in action being taken against the chapter and/or affiliate House Corporation, which could include the suspension of operations and revoking of the chapter's charter. **Each chapter or affiliate House Corporation shall file with the Chief Executive Officer an annual financial statement and other such reports as the CEO may require.**

57. *Area Alumni Associations.* An Area Alumni Association/Club shall be composed of graduate members from all chapters in a specific geographic area and shall have a key alumnus (the Alumni Club President) to coordinate its activities. This Area Alumni Association/Club shall be approved by the Chief Executive Officer and shall work in conjunction with the appropriate staff member at the National Headquarters or Foundation.

58. *Affiliated Corporation.* Any chapter that now has or hereafter establishes any affiliated corporation that is supportive of the goals of the chapter shall provide the National Headquarters with copies of the Articles, Bylaws, and any amendments thereto of such corporations and shall furnish such financial and other informational reports as may be required by the *Chief Executive Officer*. All such corporations shall be non-profit corporations and shall contain in the Articles of Incorporation these provisions: (a) no income or profit arising from the operations of the corporation are to inure to the benefit of any private person; (b) upon dissolution of the corporation, any assets remaining after payment of debts shall be held in trust by Delta Kappa Alpha Inc., Delta Kappa Alpha Foundation, Delta Kappa Alpha Properties, Inc., or any of their subsidiaries or successors. In the event that all the foregoing are non-existent, then to some other appropriate non-

profit entity qualified under Section 501 (c)(3); (c) that the closing of the Resident Council *may in some cases* be grounds for dissolution of the corporation as a failure of purpose. Surplus funds of a house corporation, *local educational foundation*, Graduate Council or Resident Council shall be invested only in United States government securities or financial institutions providing adequately insured deposit accounts. Any funds realized by virtue of the dissolution of any affiliate corporation or chapter which are held by Delta Kappa Alpha Inc., the Delta Kappa Alpha Foundation, or Delta Kappa Alpha Properties, Inc. are to be separately accounted for by the National Council *or Board of Trustees for a period of 25 years and should the opportunity arise to reestablish the chapter at that institution, within that time frame, funds at least equal to the amount deposited plus interest earned on the amount deposited will be committed to the re-colonization effort.*

TITLE VI RISK MANAGEMENT

59. The Risk Management Policy adopted by the Convention and/or the National Council shall be considered as part of this Title VI of the Statutes. Said Policy shall be printed and distributed to all Chapters, Chapter Advisors, House Corporations and Boards of Governors and to others within the Fraternity as deemed appropriate. The Risk Management Policy shall be reviewed at least annually by the Chief Executive Officer and the National Council to keep it current with legal and policy changes. Punishment for violation of Delta Kappa Alpha's Risk Management Policy may include: probation, suspension, or revocation of Chapter charter; probation, suspension, or expulsion of the individual(s) involved; removal from office of those officers of the Chapter involved; and the denial of membership to pledge members who allow themselves to be involved in any of the aforementioned.

EACH RESIDENT COUNCIL SHALL HAVE EXPLICIT STATEMENTS WITHIN THEIR BYLAWS WHICH IMPLEMENT THE REQUIREMENTS OF TITLE VI, ARTICLE 59.

TITLE VII DISCIPLINARY STATUTES

60. *Expulsion of a Member.* A member may be expelled from the Fraternity only after investigation and due fraternity trial in accord with the Process for Expulsion from membership for a member of The Delta Kappa Alpha Fraternity.

61. *General Statute Relating to Conduct and Discipline.* Any disciplinary decision made by a Chapter's Standards Board that does not affect membership status and is approved by both the Executive Council and Chapter Advisor shall be the Word of the Fraternity and must be followed. This decision will be final but the appeal process can be done in order to appeal Fraternity decisions. The Tribunal judges are solely comprised of the Standards Board, not the Executive Council. Possible methods for resolving conflict can be found in the officially approved Delta Kappa Alpha Standards Board Handbook.

(a) *Offenses.* Members of the Fraternity may be disciplined for the following offenses:

1. Conduct prejudicial to the Fraternity and tending to bring it into disrepute.
2. Violation of a Statute of the National Fraternity.
3. Violation of the Risk Management Policy.
4. Financial Delinquency.

(b) *Application of Public Statutes.* A member shall not be subjected to discipline or fraternity trial, nor shall they be penalized or punished by the National Fraternity or by the Council of which they are a member for violation of the laws of the state or nation, unless the offense is also a violation of the law of the Fraternity. A separate fraternity trial based on fraternity law shall be required in every instance.

(c) *Penalties.* A member found guilty of an offense may be punished by suspension or expulsion, or by a lesser penalty at the discretion of the trial court. However, failure to achieve a locally determined grade point average is not grounds for expulsion. A sentence of suspension shall become effective immediately after due fraternity trial by any regularly constituted court fraternity trial having jurisdiction. A sentence of expulsion, after due fraternity trial, shall not become effective until all related documentation has been forwarded to the CEO, and until such time the penalty shall be considered as a suspension. It shall be the duty of the presiding justice of a court who has voted to expel a member to forward immediately a complete record of the trial to the CEO. This record shall include a copy of the charges and a summary of the evidence and arguments presented. Once received, the CEO will send notification of the National Council's approval or disapproval of the sentence to the member and the presiding justice.

(d) *Rights of the Accused*

1. Any associate alumni or initiated member of The Delta Kappa Alpha Fraternity who is accused of conduct subject to consideration for expulsion has the right to the essential elements of due process, namely:
 - (i) the right to timely notification of the charges
 - (ii) the right to counsel
 - (iii) the right to see the evidence against them
 - (iv) the right to present evidence in their favor
2. In imposing a penalty other than expulsion from membership, The Board of Governors shall have the authority given in Title V, number 47 of the Statutes of The Delta Kappa Alpha Fraternity.

(e) *The Accusation*

1. Upon receiving accusations signed by three initiated members of The Delta Kappa Alpha Fraternity about a member that would make them subject to consideration for expulsion, the President, or if they be the one accused, the next senior unaccused officer of the Resident Council of the chapter is to communicate the matter to the chairperson of the

Board of Governors of the chapter, who is to convene, in writing to each member, the Board of Governors for determining whether the accusations state probable cause.

2. A two-thirds majority vote of the present and voting members of the Board of Governors is required to determine that the accusations state probable cause.

3. Should the chapter lack a Board of Governors, the matter should be submitted to the Domain Director or, if the office of Domain Director be vacant, to the CEO of The Delta Kappa Alpha Fraternity. Either the Domain Director or the CEO is to consult with at least two members in good standing of their choice to determine whether the accusations state probable cause. A two-thirds majority is required for this.

4. If the Board of Governors or those mentioned in (e) 3, determine that the accusations state probable cause, the chapter president or next senior unaccused officer, if it be the president or another officer who is accused, shall ask the accused member whether they want to withdraw membership voluntarily or whether they want a trial.

5. If the member chooses voluntary withdrawal, the chapter president or other officer as above shall transmit that member's signed petition form for voluntary withdrawal to the CEO of The Delta Kappa Alpha Fraternity, who shall process the petition in the usual manner. For matters of financial delinquency, the amount in arrears must be recorded on the petition.

6. If the accusation be against a Graduate Council member, the Board of Governors Chairperson, or Domain Director (if there be no Board of Governors), or a National Councilor of The Delta Kappa Alpha Fraternity (if there be no Domain Director), shall notify the CEO of The Delta Kappa Alpha Fraternity, who shall inform the National President. The CEO shall determine the make-up of the tribunal that will try the case.

7. A Tribunal designated to hear the case of a Graduate Council member is to follow the process established in this Title.

Note: A Tribunal must only be taken in extreme judicial cases. A Tribunal is the only course of action to take in regards to potential suspensions or expulsions. It must be announced to the chapter with due notice.

(f) Constituting the Tribunal

1. When it has been determined that a trial is to take place, the accused is to be notified in writing of the charges against them, the time and place of the trial, and their rights as stated in (d) of this procedure. The notification is to be made in person, with the accused signing a document that they have received it or the notification is to be sent to him or her by registered mail.

2. If they refuse to accept the notification within 10 days or if they fail to appear on the day and at the time and place designated, the presiding officer is to issue a decree declaring them absent from the trial. The trial shall proceed as set forth herein, always preserving the right of the accused to intervene at anytime up to the sentencing and preserving their right of appeal at any level.

3. The Standards Board members are to serve as judges of a Tribunal regarding a Resident Council member. No one who has a special friendship with the accused that would impair his or her impartiality of judgment is to serve on the Tribunal.

4. If one or more of the members of the Standards Board cannot serve for any reason whatever, the one who presides over the trial shall appoint as many other undergraduate members to serve on the Tribunal as is necessary to complete the number of five members.

5. The President presides at the trial. If the President is the one accused, the next senior unaccused officer shall preside. If all of the officers have been accused, the Board of Governors Chairperson shall appoint a Resident Council member in good standing to preside. They, in turn, are to appoint, in writing, four Resident Council members in good standing to serve on the Tribunal with them. If the matter at hand involves the entire Resident Council, the BOG, in conjunction with the CEO, may exercise a Chapter Reorganization (see Title VII.67. Reorganization).

6. If there be no Board of Governors, the Domain Director shall appoint, in writing as above, a Resident Council member in good standing to preside. They, in turn, are to appoint, in writing, four undergraduate members to serve on the Tribunal with them.

7. If there be no Domain Director, the matter is to be referred to the CEO of The Delta Kappa Alpha Fraternity, who shall appoint a Resident Council member in good standing to preside. They, in turn, are to appoint, in writing, four undergraduate members to serve on the Tribunal with them.

(g) *The Order of the Trial*

1. Initiated members of The Delta Kappa Alpha Fraternity may be present at the trial; however, they are not permitted to intervene in the procedure unless called as witnesses.

2. All proceedings of the trial are to be electronically recorded, and then put in writing by the Chapter Secretary or other person designated by the one who presides over the trial.

3. The one who presides over the Tribunal shall read the charges brought against the accused and shall set forth the evidence in support of these charges.

4. The accused then has the right to offer evidence rebutting the evidence against him or her and to place additional evidence in his or her favor before the Tribunal.

5. The accuser then has the right to offer additional evidence rebutting the accused and to place additional evidence in their favor before the Tribunal.

6. At the conclusion of this part of the process, the presiding officer is to decree, in writing, that it has concluded and that the accused is to have up to three hours to prepare and set forth in writing any additional argument he shall have in his or her favor.

7. When the accused has submitted their additional argument or the three hours have elapsed, the presiding officer shall issue a written decree that the presentation of the case has been concluded.

8. The Tribunal is then to convene in private and determine the guilt or innocence of the accused. A four-fifths majority vote of the members of the Tribunal is required to convict the accused.

9. The presiding officer of the Tribunal has a maximum of five days in which to put forth the decision of the Tribunal in writing.

(h) *The Process Following the Trial*

1. The presiding officer of the tribunal is to submit all of the documents of the case to the Board of Governors Chairperson; or, if there be no Board of Governors, to the Domain Director; or, if there be no Domain Director, to the CEO of The Delta Kappa Alpha Fraternity.

2. The Board of Governors Chairperson is to convene, in writing, the members of the Board of Governors who shall review the Tribunal.

3. In this review, the one who presided over the trial shall present the case to the Board of Governors but shall not have a vote.

4. If there be no Board of Governors, the Domain Director shall preside over the review and is to appoint, in writing, two other Graduate Council members of the Delta Kappa Alpha Fraternity to serve on the Tribunal review with them.

5. If there be no Domain Director, the matter is to be referred to the CEO of The Delta Kappa Alpha Fraternity, who shall appoint a Graduate Council member of The Delta Kappa Alpha Fraternity to preside. They, in turn, are to appoint, in writing, at least two other Graduate Council members of The Delta Kappa Alpha Fraternity to serve on the Tribunal review with them.

6. The Tribunal review can either ratify the original Tribunal's sentence or can decide that the case is to be retried according to the procedure in (i).

7. If the Tribunal review ratifies the original sentence, the convicted member has the right to appeal the matter to the National Council of The Delta Kappa Alpha Fraternity (j). This appeal must be entered within 60 days of his or her receiving notification of the sentence.

8. Such an appeal is to be submitted by the one who presided over the Tribunal review, along with a copy of all of the documents of the case, to the CEO of The Delta Kappa Alpha Fraternity, who shall transmit it to the National President of the Delta Kappa Alpha Fraternity.

9. After review, the National Council shall decide by two-thirds majority vote whether to uphold the sentence or retry the case.

(i) The Retrial by the Board of Governors

1. If the Board of Governors, or other Tribunal review described in (h) 4 and (h) 5 of this procedure, decide to retry the case in accord with (h) 6, the Tribunal is to follow the same process as followed in the first trial, (g), of this procedure, with the exception noted in (h) 2.

2. For a re-trial by the Board of Governors, the Tribunal is to be composed of no less than three members.

3. If the sentence of this Tribunal concurs with that of the first Tribunal, the matter is settled and there can be no further appeal.

4. A sentence of expulsion is to be put in writing and communicated, along with all of the documents of the case, to the CEO of The Delta Kappa Alpha Fraternity, who shall process the expulsion in the usual manner to amend the membership status.

5. A sentence of exoneration is to be put in writing and communicated to the member and to the one who presided over the first trial.

6. There is no further appeal from a sentence of exoneration issued by the Tribunal review.

(j) *Appeal of Ratification by the Board of Governors*

1. If the convicted member appeals the ratification by the Board of Governors or other Tribunal review, the National Council is to review all of the documents of the case and decide the matter by a two-thirds majority of those voting.

2. Their decision is to be communicated in writing by the National President to the member in question, with copies to the President of their chapter, the Chairperson of their chapter's Board of Governors, and the Domain Director.

(k) *Statutory Suspension.* Nothing in the Statutes relating to the trial of members shall supersede or modify the Statutes requiring automatic suspension of a member.

(l) *Summary Discipline for Minor Offenses.* A Resident Council whose bylaws permit summary discipline for minor offenses may enforce such discipline without trial in the form hereinbefore specified.

(m) *Privilege of National Officers.* Elected or appointed officers of the National Fraternity are responsible only to the National Council during their terms of office.

62. *Scholarship Probation.*

(a) *Membership Probation.* The Resident Council shall, under supervision of the Board of Governors, upon the basis of official records of the institution, suspend any Resident Council member whose scholastic record is such that he or she has been placed upon probation by the administration of his or her institution for more than one term. In the absence of such a system, any member who has not received passing grades in at least sixty (60) percent of their total number of hours carried shall also be suspended. In the event of such suspension, the Resident Council or Board of Governors shall take the member key and/or associate pin of the suspended member and shall hold it in safekeeping. A member thus suspended shall be reinstated when the official records of the institution show that his or her scholastic average has removed him or her from probation or that he or she has passing grades in more than sixty (60) percent of the total hours carried.

(b) *Chapter Probation.*

1. The overall Resident Council annual cumulative grade point (GPA) average must be at least a 2.0 for each chapter or at or above each campus all professional fraternity member's average.

2. If a chapter fails to maintain these standards, it will be placed on scholastic probation. Failure to comply with these standards for more than two (2) consecutive terms may result in suspension of the Chapter's charter.

(c) The Board of Governors may, in the event of illness or justifiable cause, petition the Chief Executive Officer to suspend the operation of this Statute.

63. *Suspension Defined.* Suspension of Resident Council members, under the Statutes, involves surrender of the key/pin, the loss of voting rights, and the loss of such other privileges of membership as may be determined by the Resident Council. A member under suspension shall not be relieved of any Fraternity or chapter financial obligations.

64. *Collection of Alumni Accounts.* When a graduate member is delinquent to a Chapter for dues, board, room, or any other regular or specific Fraternity assessments, the Resident Council Treasurer or the Board of Governors shall notify them to pay said indebtedness, or arrange for collection by the National Headquarters. If the member fails or neglects to pay or liquidate their obligation after thirty (30) days from the date first notice is sent by National Headquarters, they shall be notified by registered letter with return receipt that they will be suspended by the National Council for financial delinquency unless they pay the obligation or shows cause why they should not be suspended. The National Council shall have full power of attorney from Chapters in the operation of this Statute and their decision is final. This Statute does not provide for the collection of donations or promissory notes to building funds and other such obligations which partake of the nature of gifts.

65. *Chapter Probation.* The Chief Executive Officer, with the approval of the National Council, shall have the power to place on probation any chapter which fails to file reports, fulfill the requirements of sound chapter management which includes, but is not limited to, the Fraternity's Risk Management Policy, Recruitment criteria and procedure, Fraternity's Pledge Education Program, or which is guilty of conduct unbecoming to Delta Kappa Alpha. The National Council may specify remedial action as needed in such cases. The chapter involved shall have the right of a rehearing by the National Council for the purpose of explanation of circumstances that mitigate any disciplinary action provided a request is filed within thirty (30) days.

66. *Chapter Reorganization.* The Chief Executive Officer, with majority approval of the National Council, shall have the authority to effect reorganization when a chapter consistently fails to fulfill the requirements of sound chapter management which includes, but is not limited to, abeyance to the Fraternity's Risk Management Policy, Recruitment criteria and procedure, Fraternity's Pledge Education Program, or conduct unbecoming to Delta Kappa Alpha.

- (a) An Alumni Board of Inquiry of not less than two (2) or more than five (5) members of the Fraternity shall be appointed by the National Council and shall investigate the operation of the chapter, shall interview the members, and shall specify and recommend needed remedial action to the National Council. Such action may include, but is not limited to, temporary cessation of chapter activity, suspension of members, expulsion of members, transfer of members to the Graduate Council, and/or additional remedial action to improve chapter management.

- (b) The National Council will review the recommendations of the Alumni Board of Inquiry and put into effect appropriate action. Appeals regarding any recommendation of a Board of Inquiry must be made in writing to the National Council and can be forwarded to the Chief Executive Officer upon request.

TITLE VIII AMENDMENTS

67. *Amendments to Statutes.* The Statutes may be amended, repealed, or new ones enacted by majority vote of those present in a National Convention or by the National Council between conventions.

68. *Administrative Procedure.* It shall be the responsibility of the Chief Executive Officer to publish and disseminate to the Chapters current copies of the Constitution and Statutes as needed and he or she shall be responsible for administrative preparation, printing, and conforming terminology of all such copies.

69. *Interpretations of the Statutes.* When provisions of the National Constitution or National Statutes are silent as to interpretation or procedure regarding the Constitution or Statutes of the Fraternity, the general provisions of Robert's Rules of Order and its interpretations shall prevail and govern the actions of the Fraternity.

TITLE IX COMPREHENSIVE ANTI-HARASSMENT POLICY

70. *Comprehensive Anti-Harassment Policy Statute for Claims of Sexual Misconduct.* Sexual discrimination, abuse and misconduct are not tolerated in any form by the organization and prohibited at all times. Any form of sexual misconduct will be taken seriously and may result in member expulsion after a Standards Board Tribunal Hearing.

The purpose of this policy is to maintain member safety and an overall internal organizational culture of complete respect. This policy only applies to DKA members. Any decisions made within the organization hold no legal or criminal ramifications beyond DKA. Should a member choose to report sexual misconduct to an outside agency, DKA will offer said member full support.

- (a) *Sexual Misconduct Definitions.* Sexual discrimination encompasses all forms of sexual misconduct on the basis of an individual's sex, gender, gender identity, gender expression, or sexual orientation, including: sexual harassment, sexual assault, sexual violence and domestic violence, sexual exploitation, stalking and any sexual activity conducted without consent.
- (i) Consent is defined as words or actions that demonstrate an affirmative, unambiguous, knowing and voluntary agreement to engage in activity. Consent must be informed and freely given.
- (1) Someone who is incapacitated as a result of alcohol or other drug consumption (voluntarily or involuntarily), or who is unconscious, unaware or otherwise helpless, is incapable of giving consent.

- (ii) Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that is so frequent or severe that it tends to create a hostile, intimidating, degrading, and/or offensive environment.
 - (1) Individual (or group) actions also constitute sexual harassment when:
 - a) submission to such conduct is either explicitly or implicitly a term or condition of an individual's inclusion or participation within the organization [casting, recruitment, crew hiring, etc.]
 - b) submission or rejection of such conduct by an individual is used as the basis for decisions affecting such individuals
 - c) such conduct has the purpose or effect of unreasonably interfering with an individual's work and chapter/colony participation, or creating an intimidating, hostile, or offensive chapter/colony environment.
- (iii) Sexual Assault is defined as sexual contact or behavior that occurs without explicit consent of the victim. Some forms of sexual assault include:
 - (1) Attempted rape
 - (2) Fondling or unwanted touching
 - (3) Forcing a victim to perform sexual acts, such as oral sex or penetrating the perpetrator's body
 - (4) Penetration of the victim's body, also known as rape.
- (iv) Examples of sexual misconduct include, but are not limited to: actual or attempted rape or sexual assault; unwanted pressure for sexual favors; unwanted deliberate touching, leaning over, cornering, or pinching; unwanted gestures; unwanted letters, phone calls, texts/messages, or materials of a sexual nature, lewd comments, etc.

(b) *Sexual Misconduct Accusations.* In cases of sexual misconduct, Title VII, Statute 61(e): The Accusation, shall not apply and the below process shall be followed.

Any member in the Resident or Graduate Council reporting sexual misconduct (the reporter) may submit a formal complaint against another member in the Resident or Graduate Council (the accused) to any of the proceeding responsible parties: Chapter President, Standards Board Chair, Risk Management Chair, Vice President, Associate Education Officer, BOG Chapter Advisor, or, in the event that all other parties are conflicts of interest, the National Advisor.

Cases of generalized and/or non-specific sexual misconduct affecting multiple members need only one complaint to be lodged against the accused in order to initiate action by the Standards Board.

In the event of interchapter accusations (i.e. a reporter submitting a claim against a member from a different chapter), all claims will be submitted to the National Advisor and the Hearing process will be overseen by the National Council in the same manner as an alumni case.

After making a complaint, the reporter's account will be taken seriously and the reporter has a right to step away from further proceedings.

- (c) *Swift Proceedings.* Once the complaint has been received by the responsible party, immediate action must be taken. The responsible party, if not the Standards Board Chair, must communicate the complaint to the Standards Board Chair within 24 hours of receiving the reporter's complaint. The Standards Board Chair must inform the accused member of the complaint within 48 hours of receiving the reporter's complaint and shall ask the accused member whether they desire to withdraw membership voluntarily or whether they desire a trial.

If the accused member desires a trial, the Standards Board Chair must schedule a Tribunal Hearing within seven (7) days of informing the accused member in accordance to the Standards Board Tribunal Hearing process as outlined in the Standards Board Handbook. The Chapter Advisor and BOG President (National Advisor in absence of BOG) are to be notified of the reporter's complaint within 48 hours of receiving it.

If the responsible party is negligent in timely action, they will be met with additional disciplinary action from the BOG, or National Council.

- (d) *Reasonable Belief.* DKA Standards Boards will not assume the role of investigators determining whether the reporter is telling the truth. The reporter's relationship with the accused member will never be questioned, nor will the reporter be asked to quantify their experience, as DKA takes all claims seriously. Additionally, no witnesses will be asked to confirm the reporter's account. The reporter's complaints will be taken seriously and believed, meaning never subject to belittling or outright rejection.
- (e) *Member Rights.* The Standards Board personnel must notify the reporter and the accused member of their rights outlined below.

(i) *Rights of the Accused.* Any member who is accused of sexual misconduct has the right to:

- (1) know the charges (i.e. sexual misconduct) brought against them.
- (2) know the approximate date in which alleged misconduct has taken place.
- (3) share their perspective with the Standards Board.
- (4) authorize a written statement to be communicated to chapter membership at the discretion of the Standards Board after the Hearing outcome.
- (5) appeal a Hearing outcome to the BOG or National Council.
- (6) request a leave of absence for a specified time communicated with and granted by the Standards Board.

(ii) *Rights of the Reporter.* Any member who submits a sexual misconduct complaint has the right to:

- (1) anonymity and their names shall remain confidential within Chapter communication outside of the Standards Board Hearing. Any parties who break this confidentiality clause will be subject to further discipline.
- (2) recuse self from Standards Board Tribunal and decision proceedings.
- (3) authorize a written statement to be communicated to chapter membership at the discretion of the Standards Board after the Hearing outcome.
- (4) appeal a hearing outcome to the BOG or National Council.
- (5) request a leave of absence for a specified time communicated with and granted by the Standards Board.

- (f) *Anonymity and Confidentiality Clause.* Throughout the complaint and hearing process, the reporter and the accused shall have the right to anonymity and confidentiality, if they so request. For the purposes of these proceedings, Anonymity and Confidentiality shall be observed by all persons involved in the hearing, including:
- (1) the reception of initial reporting
 - (2) tribunal discussions and witness accounts
 - (3) internal communications
 - (4) chapter communication

Unless otherwise stipulated, all presence of names under this Clause shall be redacted, and all referral shall be designated as ‘*the reporter*’ and ‘*the accused*’.

- (g) *Retaliation.* Once a complaint has been lodged, both the reporter and accused member are not to have intentional contact or intimidation during the Tribunal process. Retaliation, defined as punishment of a member by another member for engaging in legally protected activity such as making a complaint of sexual misconduct, of any kind will be met with additional disciplinary action.

Examples of retaliatory behaviors include, but are not limited to: gossip and discussion outside the individuals directly involved in the Tribunal process, removal from positions on a film set or a project, giving poor midcourt evaluations, obstruction from running for officer positions during the end of the year, demoting or restricting member engagement in joining committees, restricting access to organization equipment, sabotage of projects or personal property.

- (h) *Conflict of Interest and Recusal.* Any parties that will be directly affected (including but not limited to: the reporter and the accused, membership status, officer role/position, personal relationships) by the Standards Board Hearing results will be removed from the Board and replaced with temporary Members-at-Large by the Standards Board Chair.

Individuals may also recuse themselves from formal (or informal) proceedings, without the approval of the board, if they feel that their presence or involvement in proceedings will also provide conflict of interest.

- (i) *Appeals.* The accused member and reporter have the right to appeal any decision made by the Standards Board by submitting an Appeals Letter to the Board of Governors, or National Council in the absence of a BOG. Once the letter is received, the hearing is repeated through the Board of Governors (or National Council) and all proceeding processes remain the same.
- (j) *Role of Chapter Advisor.* The Chapter Advisor, or National Council in their absence or recusal, is required to participate in all proceedings, expulsions, chapter communication, and general membership support regarding the outcome of the proceedings.

- (k) *Role of Bystanders.* All DKA members, including new Associate Members, are expected to be informed on the Comprehensive Anti-Harassment Policy, Code of Conduct, and Standards Board Tribunal process. It is within the rights of any non-involved member or third-party witness (bystander) to encourage a member to come forward to a responsible party with a claim of sexual misconduct. However, it is not within the responsibility of a bystander to report on somebody's behalf or take action if not a responsible party.
- (l) *Post-Tribunal Procedure.* The outcome of the Standards Board Hearing and membership status of the accused member are to be announced in person to the Chapter/Colony as soon as possible, i.e. at the next Chapter meeting followed by an email notice to the full colony/ chapter Resident Council including abroad members.

After all proceedings have come to conclusion, the reporter may authorize a written statement disclosing the purpose of the outcome, i.e. Sexual Misconduct, to be communicated to the chapter via the Standards Board Chair. The person or persons being removed or reprimanded also have the right to authorize a written statement, to be read at the discretion of the Standards Board. All post-tribunal statements shall be issued with respect and adherence the Anonymity and Confidentiality Clause, if applicable.

The Chapter Advisor, or National Council in their absence, must make themselves available for consultation and general member support following the accused member's voluntary withdrawal or expulsion announcement.

- (m) *Statute of Limitations.* 10 Year Limitation : The National Council shall take appropriate action on any complaint filed within the timeframe of the alleged incident. All complaints, violations, or actions of the respective Graduate Council or National Council shall be dismissed or defeated on the ground that the violation is subject to a statute of limitations or other time limitation.