

**AGENDA**  
**STUDENT ACTIVITIES & BUDGET ADVISORY COMMITTEE**  
**September 10, 2008**  
**Student Center Staff Lounge**  
**3:30 p.m.**

**I. CALL TO ORDER**

**II. ATTENDANCE**

**III. APPROVAL OF MINUTES**

**IV. UNFINISHED BUSINESS**

- 1. Omicron Iota Chapter of Kappa Alpha Psi Fraternity, Inc.  
Request to reactivate at KSU**

**V. FUNDING REQUESTS**

- 1. Student Life Center  
Greek Life Office Furniture  
Equipment  
\$22,000.00 PYS**

**VI. NEW ORGANIZATIONS**

- 1. Internal Auditing Student Organization**
- 2. Omicron Zeta Social Work Honor Society A Chapter of  
Phi Alpha Honor Society**

**VII. CHANGES IN BY-LAWS/CONSTITUTION**

- 1. Souled Out – Name Change to Alpha Omega**

**VIII. NEW BUSINESS**

**IX. ANNOUNCEMENTS**

**X. ADJOURNMENT**



# Student Activities & Budget Advisory Committee

## Orientation and Training Meeting

August 27, 2008

Student Center Room #301

Members Present: Dr. Jerome Ratchford, Ms. Kathy Alday, Ms. Terri Arnold, Ms. Brenda Arthur, Ms. Joylond Byrd, Ms. Tracey Carter, Ms. Margie Drivick, Dr. Thomas Doleys, Ms. Nu'Nicka Epps, Mr. Alan Herrera, Mr. Punit Patel, Ms. Nicole Phillips, Ms. Carol Pope, Ms. Anne Sabarounis

Members Absent: Ms. Amanda Barnes, Ms. Dawn Gamadanis

The SABAC orientation and training session for FY 2008-09 SABAC members began at 3:40 p.m. Ms. Kathy Alday welcomed the committee. SABAC committee members introduced themselves. Dr. Jerome Ratchford charged the committee. Ms. Kathy Alday and Ms. Carol Pope presented "The Buck Stops Here" SABAC training session.

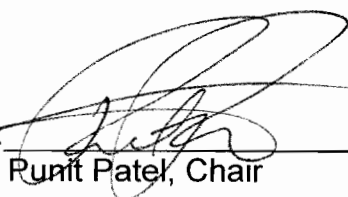
4:45 p.m. - Dr. Thomas Doleys excused himself from the meeting.

Ms. Carol Pope conducted the elections for the FY2008-2009 SABAC committee Chair and Vice Chair. Voting Results: **Mr. Punit Patel** was elected the SABAC FY2008-2009 **Chair** and **Mr. Anne Sabarounis** was elected the SABAC FY2008-2009 **Vice Chair**.

Seeing no further business, Chair Patel motioned to adjourn the orientation training session, seconded by Ms. Anne Sabarounis, unanimously approved, meeting adjourned at 5:15 p.m.

Respectfully submitted by Brenda Arthur, SABAC Secretary.

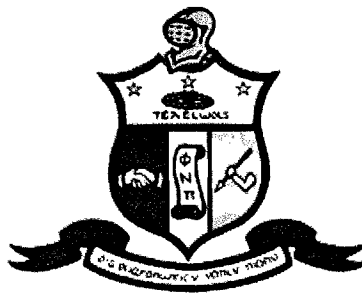
Minutes reviewed by:

  
Punit Patel, Chair

Date:

9-3-08





Omicron Iota Chapter of  
Kappa Alpha Psi Fraternity, Inc.

Request to reactivate at Kennesaw State University

Submitted by:  
Brooklynn Parrott  
Assistant Director, Greek Life

Submitted to:  
SABAC on September 3, 2008

\*The Chapter By-Laws, National By-Laws/Constitution and the New Member Education Program are on file in the Department of Student Life/Office of Greek Life.



# Kappa Alpha Psi Fraternity, Inc.®

TRAINING FOR LEADERSHIP SINCE 1911

August 6, 2008

Kennesaw State University  
1000 Chastain Road  
Kennesaw, GA 30144

To Whom it May Concern:

I trust this missive finds you in good health and spirits.

This correspondence is being sent from the International Headquarters of Kappa Alpha Psi Fraternity, Inc. in regard to the Kennesaw State University Chapter, the Omicron Iota of Kappa Alpha Psi. During our recent Grand Board of Directors meeting, the leadership voted in the affirmative to reactivate the Omicron Iota Chapter. The Alpharetta-Smyrna Alumni Chapter, which serves as the advising alumni chapter, has completed the necessary paperwork to ensure that the Omicron Iota chapter is able to officially function as an active undergraduate chapter and is in good standing on the national and provincial levels of Kappa Alpha Psi Fraternity, Inc. If you have any questions or concerns, feel free to contact me at 215.228.7184 ex 23. Thank you for your time and consideration.

Very truly yours,

A handwritten signature in cursive script, appearing to read "A. Early".

André G. Early,  
Director of Undergraduate &  
University Affairs  
Office - 215.228.7184 ex 23  
Email - [Director@KappaAlphaPsi1911.com](mailto:Director@KappaAlphaPsi1911.com)

KAPPA ALPHA PSI FRATERNITY, INC.  
2322-24 North Broad Street  
Philadelphia, PA 19132  
(215) 228-7184 \* (215) 228-7181 (fax)  
[www.KappaAlphaPsi1911.com](http://www.KappaAlphaPsi1911.com)

Kappa Alpha Psi Fraternity, Inc.  
Kennesaw State University  
Contact Information

**Area (Local) Information**

Alpharetta-Smyrna Alumni Chapter  
Anthony Jennings, Polemarch  
3597 Aregentine Way  
Cumming, GA 30041  
(678) 612-1303  
[anthony\\_jennings@yahoo.com](mailto:anthony_jennings@yahoo.com)

Tony Russell, Chapter Advisor  
5962 Brookside Drive, SE  
Mableton, GA 30126  
(404) 422- 1911  
[trussell1@bellsouth.net](mailto:trussell1@bellsouth.net)

**Regional (Province) Information**

Solomon S. Bradley, Polemarch  
Southeastern Province  
[brosol@aol.com](mailto:brosol@aol.com)

Brian Mock  
Province Advisory Committee Chairman  
(404) 391-6917  
[bmock79@yahoo.com](mailto:bmock79@yahoo.com)

**National (Grand Chapter) Information**

Andre G. Early  
Director of Undergraduate & University Affairs  
2322-24 North Broad Street  
Philadelphia, PA 19132-4590  
(215) 228-7184 Ext. 23  
[director@kappaalphapsi1911.com](mailto:director@kappaalphapsi1911.com)

Richard Lee Snow  
Executive Director/COO  
2322-24 North Broad Street  
Philadelphia, PA 19132-4590  
(215) 228-7184 Ext. 20  
[Executive\\_director@kappaalphapsi1911.com](mailto:Executive_director@kappaalphapsi1911.com)

## Kennesaw State University Hazing Policy

**Kennesaw State University has a zero tolerance hazing policy.** Hazing in any form is prohibited. No student or student organization, including but not limited to sororities/fraternities, clubs and athletic teams shall employ a program of student initiation/pledge education that includes any hazing activities. Hazing applies to ALL members of sororities/fraternities, clubs or athletic teams, regardless of how long the student has been a member

**Hazing shall be defined as:**

1. Any action taken or situation created, on or off the premises of the University, to produce mental or physical discomfort, embarrassment, harassment, ridicule or suffering as a means to gain entry into an organization; and
2. any activities which are life threatening to the individual or intended to physically hurt the individual or humiliate the individual mentally.

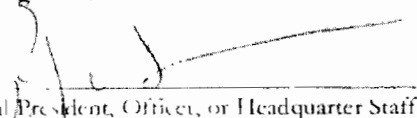
**Hazing may include, but is not limited to, the following activities:**

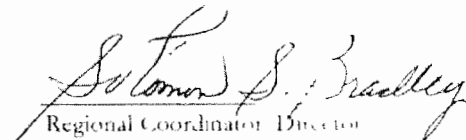
- paddling in any form, physical exercise, kidnapping, branding in any form, burning of cigarettes, scavenger or treasure hunts, quests, blindfolding, road trips or any activity resulting in excessive fatigue, physical or psychological shocks;
- wearing of apparel which is uncomfortable to the individual, or, if worn publicly, is conspicuous or not normally in good taste;
- engaging in public stunts or buffoonery, hair cutting, morally degrading or humiliating games or activities, giving of food or drink (alcoholic or non alcoholic) which is distasteful or designed to provoke nausea or merriment
- any form of verbal harassment, any action or situation which subjugates an individual to a condition where he/she might tend to lose self-respect or suffer injury to personal or religious values;
- any activities which interfere with the student's scholastic responsibilities;
- any other activities which are not consistent with fraternal law, ritual or laws and policies of Kennesaw State University or the University System of Georgia

**It is the duty of all current and prospective members** to report immediately, in writing, any violation of this policy to the Greek Life Advisor (770.499.3081), the Vice President for Student Success/Dean of Student Success (770.423.6310) and/or University Police (770.423.6100)

**If it appears to a University official that an organization is conducting any** hazing activities, the appropriate organization officers will be contacted to discuss the situation. Any alleged violation of this policy shall be investigated and appropriate disciplinary sanctions shall be imposed, as provided for in the Student Code of Conduct.

Please sign below.

  
\_\_\_\_\_  
National President, Officer, or Headquarter Staff

  
\_\_\_\_\_  
Regional Coordinator Director

\_\_\_\_\_  
Mummi (Chapter) Advisor

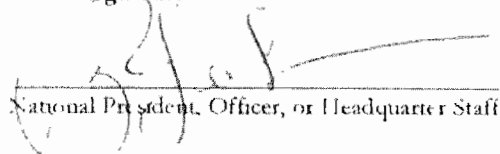
**Kennesaw State University  
Alcohol & Drug Policy**

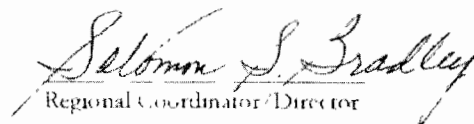
**V. Use and Possession of Drugs, Including Alcohol**

**Use and/or possession of drugs (controlled substances) are prohibited.**

- A. Kennesaw State University expressly prohibits the use, possession, sale or distribution of alcoholic beverages on campus by any campus constituency. Alcoholic beverages may be served at off-campus activities to adults of legal drinking age for the state in which the activity is being held, providing that a responsible organization representative acknowledges responsibility for monitoring alcohol consumption. Student activity funds or institutional funds may not be used for the purchase of alcoholic beverages. Kennesaw State University is committed to recognizing, upholding and enforcing the laws of the State of Georgia. Violation of those state laws shall not be condoned on the campus or at any activity held off campus by any constituency. Exceptions to the policy of no alcohol on campus may from time to time be permitted at the discretion of the president, and there are other limited exceptions to this policy within the residence halls by those over the age of 21. **See section I of the residential code of conduct.**
- B. All student organizations must submit an "Acknowledgment of Alcohol Policy" form to the vice president for student success and enrollment services during the first week of classes each fall semester and each time there is a change in either the president or advisor of the organization. By their signatures, the president and advisor are assuring Kennesaw State University that they and the individuals responsible for the group's social events understand the Kennesaw State University Alcohol Policy and state laws regarding the service and consumption of alcoholic beverages.
- C. Alcoholic beverages will be allowed only for functions at which alcohol is not the focal point, reason for, or the "drawing card" for the event. Organizations choosing to advertise the service of alcoholic beverages at functions will not make reference to the quantity of or overindulgence in alcoholic beverages. Reference will also be made to serving of food and alternative beverages, and the checking of driver's licenses.
- D. Any activity (especially those competitive in nature) contributing to the overindulgence of alcohol is, by these guidelines, prohibited.
- E. Any violation of this policy at any organization activity shall be reported verbally to the Vice President for Student Success and Enrollment Services by the designated monitor(s) within 24 hours of returning to campus followed by a written report within three working days. The Kennesaw State University Police shall report any violation of this policy, whether at an activity or on an individual basis, to the Vice President for Student Success and Enrollment Services, who shall then be responsible for disciplinary action according to established University non-academic disciplinary procedures. Possible sanctions shall be the same as those for other violations of non-academic University rules and regulations as provided for in the University Student Code of Conduct.

**Please sign below.**

  
\_\_\_\_\_  
National President, Officer, or Headquarter Staff

  
\_\_\_\_\_  
Regional Coordinator/Director

\_\_\_\_\_  
Alumni (Chapter) Advisor

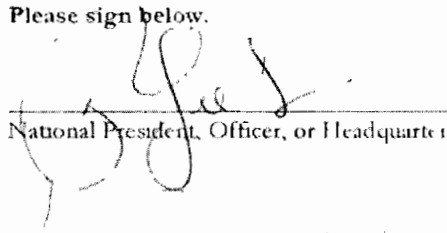
**Kennesaw State University  
Non-Discrimination Policy**

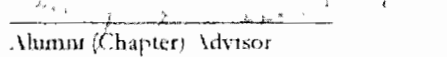
We, the undersigned, agree that our organization will abide by the Kennesaw State University non-discrimination policy as stated in the 2007-2008 undergraduate catalog. The policy reads as follows:

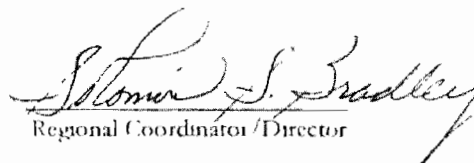
**Kennesaw State University is an affirmative action/equal educational and employment opportunity institution and does not discriminate on the basis of race, religion, color, sex, sexual orientation, age, handicap or national origin.**

\* It is understood that Greek letter fraternities and sororities, which belong to NPHC, NPC, NIC, and some NALFO organizations, are single sex organizations.

Please sign below.

  
\_\_\_\_\_  
National President, Officer, or Headquarters Staff

  
\_\_\_\_\_  
Alumni (Chapter) Advisor

  
\_\_\_\_\_  
Regional Coordinator/Director



KSU GREEK LIFE  
"MAKING THE DIFFERENCE"

September 3, 2008

To Members of SABAC:

This letter is written in support of Kappa Alpha Psi Fraternity, Inc. reactivating the Omicron Iota Chapter at Kennesaw State University. It has been my privilege as the Assistant Director for Greek Life to work with the KSU NPHC in addressing the desire to move towards chartering the Divine Nine. Bringing back the Omicron Iota chapter of Kappa Alpha Psi Fraternity, Inc. would add an additional NPHC fraternity. With the existing two NPHC fraternities at KSU, we would have six of the Divine Nine.

Through this process I have had the opportunity to work closely with representatives from the National organization, regional officers, graduate chapter members, current Kappa Alpha Psi Fraternity, Inc. collegiates, and current KSU students who are eager to see this organization return to campus.

The current graduate advisor Tony Russell has done a tremendous job meeting all deadlines, following current University policies, and effectively communicating with the Office of Greek Life. Mr. Russell has also been working with a KSU transfer student and current member of the fraternity, Ian Quintyne, who will serve, as the chapter president once the chapter is able to return to campus.

Kappa Alpha Psi Fraternity, Inc. has nationally taken a stance against hazing in any form and has truly implemented zero tolerance for any such activities. The chapter has served the term of their sanction and all members who were affiliated with the chapter at the time of the incident have since graduated. I believe that the chapter is truly prepared to start over with a vision to impact the KSU campus in a positive light.

It is without hesitation that I ask you to support the growth of our Fraternity & Sorority community by allowing the Omicron Iota chapter of Kappa Alpha Psi Fraternity, Inc. to reactivate at Kennesaw State University.

Thank you for the opportunity to continue to the growth of the Fraternity & Sorority Community at KSU.

Sincerely

Brooklynn R. Parrott  
Assistant Director, Greek Life





## REQUEST

**September 3, 2008**

**To: SABAC**

**From: Kathy Alday**  
**Director of Student Life**

**Re: Furniture Request for Greek Life Office**

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As Greek Life has emerged during the past several years, it has become one of the fastest-growing student engagement opportunities at Kennesaw State. It has grown from ten chapters to eighteen chapters in three years, and this growth is not slowing. National organizations regularly contact KSU requesting a presence on the campus; in addition, our students are requesting more fraternities and sororities. Last semester, I am proud to say that we added two new multi-cultural groups: Lambda Theta Alpha, a Latin sorority, and Lambda Theta Phi, a Latin fraternity. Many institutions with older Greek systems than KSU's have not expanded their Greek systems to include multicultural groups, and we believe KSU is on the cutting edge of a new wave of global interest in fraternity/sorority affiliation. With the addition of these Latin groups, we will be adding a new Greek governing council to our already existing IFC, Panhellenic, and NPHC Councils. This Multicultural Greek Council will serve as the governing council for current and future MGC Greek organizations.

In 2005, about 300 students were involved in Greek Life. Today, over 800 students are involved in our chapters, and this figure doesn't take into account the numbers of students that will be added throughout fall semester 2008. We are proud to call KSU home to three NPC groups, five IFC groups, eight NPHC groups, and two Latin groups. In spring 2008, over 90 women were added to Greek Life with the installation of our newest NPC chapter, Gamma Phi Beta Sorority. Fall 2008 sorority recruitment, completed last week, saw the acceptance of 150 women into the Greek

system. Fraternity rush and NPHC intake will undoubtedly add another significant number of KSU students to Greek Life.

Greek Life is one of the many ways in which students can contribute to the university community. Fraternity and sorority members are committed to academic excellence, community service, and philanthropy. Greek membership results in lifelong friendships and provides leadership opportunities that can assist students in their academic and professional endeavors. The potential of KSU students who join a fraternity or sorority is truly unlimited. With the addition of a Greek Life office, their potential can be better supported. Creating intentional environments where students can truly learn from their experiences will help them to become the dynamic men and women we inspire them to be.

As Kennesaw State has grown, we have seen a renewed interest in Greek Life among traditional age students. In order to adequately provide services for the students who choose Greek Life as their way to connect to campus life, we have decided to seek space for an office that will help serve the needs of our growing Greek community. While space has not yet been finalized, I would like to request funding from SABAC to furnish the area. Please note that this furniture will not be purchased until the space is finalized. I would like to go ahead and secure the funding so if the space is approved, we may move forward without delay.

**I am requesting funding from PYS not to exceed \$22,000.  
Please see attached for breakdown of expenditures.**

***Also note that at the time this request was submitted, we had not received the rest of the quote from Creative Office Design. The amount I'm requesting includes the anticipated amount once the final quote is in.***

I appreciate your consideration of this request.

**Creative Office Design, Inc.**

2100 Roswell Road, Suite 200 C-857  
 Marietta, GA 30062  
 Phone: 770-971-1631, 770-310-0671  
 Fax: 770-971-1632

Customer No. **020799** Partner No. **F513**

**KENNESAW STATE UNIVERSITY**

**BUSINESS SERVICES**

**1000 CHASTAIN ROAD**

**KENNESAW, GA 30144**

**Brooklynn Parrott 770-499-3081**

**S KENNESAW STATE UNIVERSITY**

**H BUSINESS SERVICES**

**I 1000 CHASTAIN ROAD**

**T KENNESAW, GA 30144**

**O**

Terms are Net 15 days on approved credit.

BUYER **Mary Monsour** PHONE NO. **(770)499-3055** TAG **KSU/Bldg.5/1st Floor**

*Quote sent 8/27-  
 by Jann  
 Still waiting for  
 Storage cabinet cost*

**QUOTATION**

Date **08/27/08** PAGE **1** OF **3**

Sales Tax  RESALE  EXEMPT  DIRECT PAY (EXEMPT)

TAXABLE  EXPORT  All resale/exempt orders must have Tax cert. on file with credit dept.

F.O.B.  ORIGIN  DESTINATION  PPD  COLLECT

PPY/ADD  QUOTED  PICK UP

SHIP VIA \_\_\_\_\_

ITEM #	QUANTITY	DESCRIPTION	WEIGHT	EACH	TOTAL
1	1.00	Logiflex Millenium			
2	1.00	ML-242472VFBB Mixed storge unit, f/f, open bookcas		973.08	973.08
3	1.00	ML-2436L29-PM Left return w/ box/box/file w/ HJA		361.08	361.08
4	1.00	ML-24487230TDAGR-SM Extended corner w/ P-top		477.36	477.36
5	1.00	ML-1648HZW Wall hung hutch w/ retractable doors		406.50	406.50
6	1.00	Quote: S-46538 add HJA pulls			
7	1.00	ML-CL2036-4 4 Drawer lateral		702.44	702.44
8	1.00	ML-36CTOP/MXLX26 36" Diameter table		306.51	306.51
		Tag: Back office			
		ML-20603620R-LH-PM Extended corner left		355.47	355.47
		ML-2024-E-TL-HR-PM Worksurface B/B/F right		428.40	428.40
				<b>SUBTOTAL</b>	
				<b>TOTAL WT:</b>	<b>0.00</b>

**Respectfully submitted by:**

Creative Office Design, Inc.  
 Jann Brenneman  
 Dianne Ellis

**SUBTOTAL does not include applicable Sales Tax**

**Creative Office Design, Inc.**

2100 Roswell Road, Suite 200 C-857  
 Marietta, GA 30062  
 Phone: 770-971-1831, 770-310-0671  
 Fax: 770-971-1632

**No. BP080806**

**QUOTATION**

Date 08/27/08 PAGE 2 OF 3

Customer No	020799	Partner No	F513
Q	KENNESAW STATE UNIVERSITY		
U	BUSINESS SERVICES		
T	1000 CHASTAIN ROAD		
E	KENNESAW, GA 30144		
F	Brooklyn Parrott 770-499-3081		

S	KENNESAW STATE UNIVERSITY
H	BUSINESS SERVICES
I	1000 CHASTAIN ROAD
P	KENNESAW, GA 30144
T	
O	

Terms are Net 15 days on approved credit.

Sale Tax <input type="checkbox"/> TAXABLE <input type="checkbox"/> EXPORT	<input type="checkbox"/> RESALE <input type="checkbox"/> EXEMPT (EXEMPT) All resale/exempt orders must have Tax cert. on file with credit dept.
FOB <input type="checkbox"/> ORIGIN <input type="checkbox"/> DESTINATION	<input type="checkbox"/> PPV/ADD <input type="checkbox"/> QUOTED <input type="checkbox"/> PICK UP <input type="checkbox"/> PPD <input type="checkbox"/> COLLECT
SHIP VIA	

ITEM #	QUANTITY	DESCRIPTION	WEIGHT	EACH	SALE PRICE	TOTAL
9	1.00	ML-1660HP43/60TB/48TL Hutch w/ doors, light, tackboard Q902 Quartz Black		643.62		643.62
10	1.00	ML-2036MU33 3 Drawer lateral storage cabinet		973.08		973.08
11	1.00	ML-300CTOP/MXLX24 30" Diameter table Tag: Middle office		287.64		287.64
12	1.00	ML-2442TREC B Reception desk 24" x 42" Tag: Reception		310.59		310.59
		Champagne - Base, drawer, doors, edge				
		Black - Top of work surface, case only 1648HZW				
		Black-36" diam. tables, base Champagne-edge				
		Note: PM = 9" modesty				
TOTAL WT:						
				SUBTOTAL		

**Respectfully submitted by:**  
 Creative Office Design, Inc.  
 Jann Brenneman  
 Dianne Ellis

**SUBTOTAL does not include  
 applicable Sales Tax**

**Creative Office Design, Inc.**

2100 Roswell Road, Suite 200 C-857  
 Marietta, GA 30062  
 Phone: 770-971-1631, 770-310-0671  
 Fax: 770-971-1632

**No. BP080806**

**QUOTATION**

Date 08/27/08 PAGE 3 OF 3

Customer No. **020799** Partner No. **F513**

**G** KENNESAW STATE UNIVERSITY  
**U** BUSINESS SERVICES  
**O** 1000 CHASTAIN ROAD  
**T** KENNESAW, GA 30144  
**E**  
**F** KENNESAW, GA 30144  
**O**  
**R** Brooklynn Parrott 770-499-3081

**S** KENNESAW STATE UNIVERSITY  
**H** BUSINESS SERVICES  
**I** 1000 CHASTAIN ROAD  
**P** KENNESAW, GA 30144  
**T**  
**O**

Terms are Net 15 days on approved credit.

BUYER **Mary Monsour** PHONE NO. **(770)499-3055** TAG **KSU/Bldg.5/1st Floor**

ITEM #	QUANTITY	DESCRIPTION	WEIGHT	EACH	TOTAL
13	2.00	Idea Key 62 Ergonomic keyboard 21" track		260.00	520.00
14	2.00	Lac/United SVX11-E3-GR2-P-NB-HDW-AA3-SSP Savvy ergonomic chair w/ ht adjust. arms/lumbar, seat sl Fabric: Gr 2 CPT85 Onyx		341.85	683.70
15	1.00	SOI 93TB US Basic task, armless, poly back/uph. sea Fabric: Gr 1 Multiplicity Jet		167.58	167.58
16	8.00	Global 3365 Caprise guest arm chair Frame: Tungsten Fabric: Gr 7 Momentum Chi Carbon		298.36	2,386.88
17	1.00	Chromcraft R961 341 21 Ascend 18" diameter table Finish: Frame-Nickel Laminate-Black		149.91	149.91
18	1.00	SMI panels to act as divider, powered - see drawin		2,937.50	2,937.50
				<b>SUBTOTAL</b>	<b>13,071.34</b>

**Respectfully submitted by:**

Creative Office Design, Inc.  
 Jann Brennehan  
 Dianne Ellis

TOTAL WT:

**SUBTOTAL does not include applicable Sales Tax**

Sales Tax  TAXABLE  EXPORT  RESALE  EXEMPT  DIRECT PAY (EXEMPT)

All resale/exempt orders must have Tax cert. on file with credit dept.

F.O.B.  ORIGIN  DESTINATION  PPD  COLLECT

PPY/ADD  PICK UP

SHP VIA



**BYLAWS**  
**INTERNAL AUDITING STUDENT ORGANIZATION**  
**KENNESAW STATE UNIVERSITY**  
**FALL 2008**

**ARTICLE I – NAME**

The name of the organization shall be Internal Auditing Student Organization at Kennesaw State University.

**ARTICLE II – PURPOSE**

- A. Section 1. The purpose of this organization shall be to provide a holistic educational experience for students to explore, share, and develop their interest in Internal Auditing.

Section 2. Our purpose is to provide direction and guidance in the areas of internal audit and meeting organizational goals for our Officers and Members regarding activities, goals, and objectives. We seek to keep our members current on emerging Internal Audit trends to strengthen our understanding of concepts.

Section 3. The implementation of these purposes shall be done by creating a focus on student diversity, reinventing the education process to continually define best practices in the profession, and forming alliances with major organizations.

- B. The Internal Auditing Student Organization (IASO) is affiliated with the Atlanta Chapter of the Institute of Internal Auditors as a student organization.

**ARTICLE III – MEMBERSHIP**

- A. Membership is open to all students at Kennesaw State University (KSU) with an interest in Internal Auditing.
- B. The organization shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.

## **ARTICLE IV – MEMBERSHIP REQUIREMENTS**

- A. These are the requirements for Membership:
- Section 1. Possess an interest in Internal Auditing by submitting an application to the faculty advisor.
  - Section 2. Be an undergraduate or graduate student at Kennesaw State University
  - Section 3. A member must attend at least two (2) meetings per semester.
  - Section 4. A member must participate in four (4) hours of community service per semester.
  - Section 5. Only members in good standing with the organization shall be eligible to participate in Chapter business meetings, or to serve in any elective or appointive positions.

## **ARTICLE V – OFFICER AND OFFICER ELIGIBILITY**

- A. Section 1. The IASO will have a President, Vice President, Reporter, & Treasurer.
- Section 2. Officer Responsibilities
- President – Shall preside over all meetings of the organization and Executive Committee. Coordinate work of Executive Committee.
- Vice President – Shall act as an aide to the President. Preside over organization and Executive Committee meetings when President cannot attend.
- Reporter – Shall record minutes of both the Executive Committee and general meeting and other duties that may be assigned by other officers or faculty advisor.
- Treasurer – Shall bill and collect all monies on behalf of the organization. Keep accurate records of all money received and spent. Disperse funds in accordance with the budget and authorized by the organization.
- Section 3. Ex-Officio – Shall serve one year immediately following term as President on the Executive Committee.

- B. To be eligible to be elected, appointed, or hold an office a student must be a member in good standing.

### **ARTICLE VI – OFFICER ELECTIONS**

- A. The President, Vice President, Reporter, and Treasurer will be elected annually at the end of Spring Semester; the last meeting of the year.
- B. Voting Requirements:
  - 1. A member should be in good standing to vote.
  - 2. Voting is by blind ballot.
  - 3. In the event of a tie, the Faculty Advisor will cast a vote to break the tie.
  - 4. Members must have attended two (2) business meetings to participate in voting.
- C. Term of Office shall be one (1) Academic year. New officers will begin their term after the last meeting of the previous Academic year. The Academic school year will be June 1 through May 31.

### **ARTICLE VII – EXECUTIVE COMMITTEE**

- Section 1. The Executive Committee will consist of Officers for the current year, as well as, the President from the previous year and the Faculty Advisor.
- Section 2. The duties of the Executive Committee shall be to transact necessary business between organization meetings and such business as may be referred to it by the organization. A summary of Committee activities will be presented to organization members once per academic semester or as deemed necessary.
- Section 3. Regular meetings of the Executive Committee shall be held as needed during the academic year, the time to be fixed by the Committee at its first meeting of the year.

## **ARTICLE VIII – OFFICER REPLACEMENT**

- A. In the event a vacancy occurs in the office of the President, the Vice President will assume the role of the President. Any additional vacant elected officer position will be offered to the membership and the executive committee will determine the replacement within two (2) weeks of notification to the membership.
- B. The faculty advisor will hold the responsibility for the removal of officers from an elected office if found to no longer be in good academic, behavioral, and/or financial standing with the University.

## **ARTICLE IX – MEETINGS**

Professional meetings will be held regularly on the third Wednesday of each month (unless scheduled otherwise). Special meetings may be called as required by the Executive Committee with 24-hour notice to members. All members are expected to attend and participate.

## **ARTICLE X – CHAPTER FINANCES**

- A. Membership Dues will be required each semester. The amount is to be determined at the first meeting of each Academic year by the members of the organization.
- B. Membership Dues will be required to be paid by the end of the second meeting of each semester.
- C. The organization shall not provide monetary gain, incidentally or otherwise to the officers or advisor of the organization.
- D. In the event that the organization dissolves, all money shall be given to a charity identified by the remaining members of the organization.

## **ARTICLE XI – FACULTY ADVISOR**

- A. The Advisor will be a faculty member of KSU.
- B. The Advisor will be a voting member of the Executive Committee, and, in the event of a tie, the tiebreaker in an election or vote of the general membership.

- C. The Advisor will be responsible for meeting with the officers two (2) times per semester.
- D. If the Advisor leaves the organization, then the organization will ask the Department of Accounting to appoint a new faculty advisor.

### **ARTICLE XII – NON-DISCRIMINATION POLICY**

IASO does not discriminate on the basis of race, sex, age, religion, creed, color, handicap, disability, veteran status, national origin ancestry, or sexual orientation.

### **ARTICLE XIII – NON-HAZING POLICY**

IASO will not practice any physical or psychological forms of hazing, and members are free to discontinue their membership without undue pressure or interference.

### **ARTICLE XIV – AMENDMENTS**

Any amendment to the Chapter Bylaws must pass before the membership with a two-thirds majority vote. A quorum shall consist of a simple majority (50%) of the membership. Amendments shall go into effect on the first day of the following term, unless the membership explicitly chooses to implement the amendment immediately.

### **ARTICLE XV – PARLIAMENTARY AUTHORITY**

Robert's Rule of Order Revised shall govern the organization in all cases in which they are applicable.

### **ARTICLE XVI – AGREEMENT TO SABAC**

IASO agrees to abide by the policies of Kennesaw State University as well as all Federal, State and Local laws. These by-laws and any revisions or amendments must be approved by the Student Activities Budget Advisory Committee (SABAC) prior to implementation.



**Omicron Zeta Social Work Honor Society Agenda**  
**A Chapter of Phi Alpha, the National Social Work Honor's Society**  
**SABAC Meeting**  
**September 10, 2008**  
**Submitted August 7, 2008 and again on September 3<sup>rd</sup>, 2008**

**Introductions**

- Chapter representatives introduce themselves (Lori Kvam as chapter president and one more member or faculty representative present)

**Omicron Zeta Mission and Purpose (from our chapter's Constitution)**

The purpose of our chapter shall be:

- To recognize and promote scholastic achievement among students and faculty involved in the graduate social work program at Kennesaw State University.
- To recognize, improve and further the goals of social work in the community, state, nation and world.
- To stimulate interest in preparation for a career in social work.
- To encourage continued study and research at the graduate level and in professional practice.
- To recognize those professional social workers and others whose service, contributions and leadership are held in esteem.

**Open for Questions**

**Note: Our *By-Laws* and a *list of our members* are provided in the email sent which includes this Agenda for SABAC approval.**

## PHI ALPHA MEMBERS

2008

1. Celina Jeannine Noble
2. Patton W.B. Childers II
3. **Dana L. Dockery**
4. Kathleen A. Whiteside
5. Katherine Joy Crawford
6. Jennifer M. Brown
7. Ashleigh **Meghan Marchant**
8. Marcia Consuelo Augustine
9. Jennifer L. Glaze
10. Meredith Anne Hilleary
11. Lori Kvam
12. Virginia F. Slaton
13. Brittany L. Dixon
14. Sherrie D. Sperling
15. Stephanie Ashley **Dean**
16. Michelle Renee **McGlamery**
17. Allison Lindsey Haynes
18. liz McCarthy
19. Brianne Cosco
20. Amber Vail Spiers
21. Kelly M. Weiser
22. Melisa Lewis Sims
23. Tao Bartleson
24. **Nadine Pope**
25. Houa Lawson
26. Grace Chapman Montgomery
27. Lisa Anne Hollinger Curtin
28. Kristin Amelia Sanchez
29. Annette Boston
30. Emily Lynn Horlock
31. Holly Elizabeth Mandt
32. **Shawn Eudette Haggard**

### Faculty

1. Quienton L. Nichols, Ph.D.
2. **Anne Hicks-Coolick, Ph.D.**
3. Carol Collard, Ph.D.
4. Louise Bill, Ph.D.

### Honorary Members

1. Lisa B. Johnson, Ph.D., L.C.S.W
2. Ardith Peters, Ph.D.

## **By-Laws**

### **Kennesaw State University Chapter**

**Effective Date 1/7/08**

**Phi Alpha Honor Society**

**Kennesaw State University**

**1000 Chastain Road**

**Kennesaw, GA**

## **CHAPTER 1**

### **Officers of the Executive Committee**

Section 1. The officers of the organization shall consist of a President, Vice-President and Secretary-Treasurer to be elected by a majority vote of the membership.

Section 2. The President shall preside at meetings of the chapter; appoint such committees as may be provided for by Chapter Constitution or By-Laws or by vote of the chapter; call special meetings of the chapter; be responsible for all Chapters reports; perform the duties or ritual chair at initiation ceremonies, and promote the welfare of the Society and Chapter.

Section 3. The Vice-President shall perform all duties of the President in the latter's absence or disability and any other duties assigned by the President.

Section 4. The duties of the Secretary-Treasurer shall be as follows:

- a. To forward to the Treasurer of the Executive Council the following the national initiation fee for each student and faculty initiate prior to his or her acceptance into membership.
- b. Fulfill such additional duties as may be required by the Executive Committee or by the Chapter Constitution, the By-Laws, resolutions, or vote of the Chapter membership.

Section 5. A faculty member in the graduate social work program shall serve as the faculty advisor.

## **CHAPTER II**

### **Organization and Procedures**

Section 1. The Executive Committee shall consist of the President, Vice President, and Secretary-Treasurer.

Section 2. The Chapter shall meet in official sessions at least twice each year.

Section 3. Standing Committees may be appointed by the President with the approval of the Executive Committee.

Section 4. Special committees may be appointed by the President.

Section 5. The Chapter year shall begin on January 1 and end on December 31.

Section 6. The Chapter shall maintain adequate and accurate records of its membership activities and finances. Such records shall be kept in such a way as to serve as a permanent and historical record.

Section 7. Qualified persons may be inducted into membership anytime of the year.

Section 8. Election of officers shall be held once each year and at other times when a vacancy occurs.

### **CHAPTER III**

#### **Membership**

A graduate student is eligible for active membership after achieving:

- a. A minimum of one term of course work.
- b. A grade point average of 3.5 on a 4.0 scale.

Section 3. A faculty member may be granted membership by invitation of the Executive Committee and approval of the Chapter membership.

Section 4. The Executive Committee with the approval of the membership, may grant Honorary Membership to a maximum of two individuals per year who have made outstanding contributions to the field of social work. Honorary members shall not be assessed membership dues.

Section 5. The method of granting membership shall be in accordance with procedures established by the local chapter.

Section 6. Any member may be expelled from membership for reasons of academic or personal conduct unbecoming a student of social work, by a three-fourths vote of the chapter, after a thorough investigation has been made by the Executive Committee, and the members so charged has been granted an impartial hearing before the Executive Committee. Dismissal from the Social Work program or College/University is cause for automatic recommendation for expulsion.

## **CHAPTER IV**

### **Dues**

Section 1. The initiation fee shall be of sufficient amount to include the following:

- a. The initiation fee required by the National Society.
- b. The initiation fee required by the local chapter.

Section 2. Annual chapter dues shall be established in accordance with chapter needs by action of the Executive Committee and a three-fourths vote of the chapter membership present.

Section 3. Special fees may be levied by the Executive Committee with a three-fourths vote of the chapter membership present.

## **CHAPTER V**

### **Amendments**

These By-Laws may be amended by a majority vote of the Executive Committee and upon ratification by a three-fourths vote of the membership.

### **AFFIRMATIVE ACTION STATEMENT**

Membership shall be available to all eligible persons without regard to age, gender, color, race, creed, ethnic or national origin, political or sexual orientation, or disability.



**Constitution and By-Laws for**  
**“Souled Out” “Alpha Omega”**  
**8/27/2008**

**Article 1- Name**

The name of this organization shall be “Souled Out” “Alpha Omega”

**Article II- Purpose**

The purpose of this organization is to know God and make God known.

**Article III. Membership**

Membership is limited to Kennesaw State University students, staff and faculty.

**Article IV- Requirements or Membership**

- There is no minimum GPA or any minimum requirements to initially join.
- All active members are required to attend at least two events each month to maintain membership status.

**Article V- Officers**

*Section 1. Officers*

- This organization shall have three offices
- These officers are as follows President, Vice-President, and Secretary,

*Section 2. Terms of Office*

- All officer positions are held for one year beginning in the fall semester.

*Section 3. Duties of Officers*

- President
  - conducts and/or hosts all meeting and events
  - is responsible for securing guest speakers for all events.
- The Vice President
  - is responsible for communication between officers as well as between officers and members
  - is responsible for the duties of the President in event he/she is not available
- The Secretary
  - is responsible for scheduling meeting and event places and rooms
  - is responsible for take attendance at all meeting and events
  - is responsible for all of the finances

## **Article VI- Officer Eligibility**

- All officers must have been a member for at least one year prior.

## **Article VII-Officer Election**

### *Section 1. Times and Periods when elections occur*

- Elections occur once a year at the end of the spring semester.
- Special elections will be held in event an officer is unable to fulfill his/her tem.

### *Section 2. Nominations Procedure*

- Nominations are made by officers and members at the election meeting
- Self-nominations are allowed.
- There is no applications process required for nominations
- The current year's officers oversee and monitor the nomination process.

### *Section 3. Notifications and Postings of Elections.*

- Members will be verbally notified of the outcome of the election at the election meeting.
- Members will also be notified in writing via email.

### **Section 4. Elections Procedures**

- Elections are conducted in one meeting the election meeting.
- All members will be notified of the election no less that 30 days before the meeting will take place.
- During the election meeting, nominations and self-nominations will be taken.
- All members are eligible to vote.

## **Article VIII- Officer Replacement**

- If an officer resigns, either a special election will be held or some will be appointed. A vote will be held among members will decide which option will be feasible considering the conditions of the semester.

## **Article IX- Meetings**

- Regular meeting of the organization shall be held once a month.
- Special meetings may be called by any member. If any member would like to request a special meeting he/she must notify an officer. The officers must notify the President.

## **Article X Finances**

### *Section 1. Dues/ Membership Fees*

- The organization will not collect dues.

*Section 2. Expenditures*

- The President is responsible for authorizing all expenditures and reimbursements

**Article XI-Advisor**

- The Advisor of this organization shall be faculty or staff at Kennesaw State University.
- The officers will meet with the Advisor once a semester.
- Once an Advisor leaves members will nominate potential Advisors and then a vote will be held.

**Article XII- Non-Discrimination Policy**

“Souled Out” “Alpha Omega” does not discriminate on the basis of race, sex, age, religion, creed, color, handicap, disability, veteran status, national origin, ancestry, or sexual orientation”

**Article XIII -Non Hazing Policy**

“Souled Out” “Alpha Omega” will not practice any physical or psychological forms of hazing and that members are free to discontinue their membership without undue pressure or interference”

**Article XIV -Amendments to By-Laws**

Any member can make a proposal to amend the by-laws. All proposals must be written and presented at a meeting and voted on.

**Article XV- Agreement to SABAC**

“Souled Out” “Alpha Omega” agrees to abide by the policies of Kennesaw State University as well as all federal, state and local laws. These by-laws and any revision or amendments must be approved by the Student Activities Budget Advisory Committee (SABAC) prior to implementation.

