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ZETA CHAPTER

KAPPA KAPPA SIGMA SORORITY, INC.

BY-LAWS

(REVISED IN 2000, 2008, 2011. 2017)

"As It Should Be"

ARTICLE I

NAME

Section 1. The Kappa Kappa Sigma Sorority, Inc. is organized exclusively for charitable purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501 (c) (3) of the Internal Revenue Code or the corresponding section of any future United States Internal Revenue law.

Upon the dissolution of the Kappa Kappa Sigma Sorority, Inc., after paying or adequately providing for the debts and obligations of the Kappa Kappa Sigma Sorority, Inc., the remaining assets shall be distributed evenly to all 6 national projects within the meaning of Section 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Fiscal Year End for Kappa Kappa Sigma Sorority, Inc. is
December 31st of every year.
Revised 4/2017

Zeta Chapter is an Active Chapter of Kappa Kappa Sigma Sorority, Inc. and adheres to the Constitution and B-Laws of Kappa Kappa Sigma Sorority, Inc.

Zeta Chapter was installed on May 24, 1925

ARTICLE II

MEETINGS

Section 1. Stated meetings of this chapter shall be held on every 1st and 3rd Monday at 7:00 p.m. unless the Monday falls on a holiday or Fair week.

Section 2. There shall be no more than six (6) parties in a given year.

Section 3. Called meeting may be held at the discretion of the President at any time and mandatory attendance is required, unless you have a legitimate excuse.

ARTICLE III

ELECTION/INSTALLATION OF OFFICERS

Section 1. The annual election of officers shall be held at the first (1st) business meeting in October.

Section 2. The elective officers shall be President, Vice President, Secretary, and Treasurer.

Section 3. The appointed officers shall be Sgt. at Arms, Custodian of the Badge, Social Editor, Historian, and Parliamentarian.

Section 4. All of the above named officers must be installed at the last business meeting in December and their term of office will begin January 1 and expire December 31.

ARTICLE IV

VACANCIES IN OFFICE

Section 1. Vacancies in the elective offices shall be filled by ballot at any stated meeting.

Section 2. Vacancies in any appointed office may be filled by the President.

ARTICLE V

Section 1. The presence of one (1) of the elective officers and ten (10) other members of the chapter are indispensable to hold a stated or called meeting.

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Section 4. The **Treasurer** shall collect all dues and assessments from members; keep a just and regular account thereof and pay out same by the direction of the President and consent of the Chapter. She shall report to the Chapter at stated meetings the amount of her receipts and expenditures, and at the expiration of her term of office, subject to audit, shall deliver all money, books, papers and other property belonging to the chapter in her possession to her successor. She shall be responsible that notices be mailed to delinquent members, as hereinafter provided.

Section 5. The **Sgt.-at-Arms** shall maintain order at meetings; shall present the pledges to the President at Pledge Service; and conduct pledges through Initiation Service. She shall also have charge of the ballot box when balloting on new members.

Section 6. The **Custodian of the Badge** shall keep in presentable condition all property of the Chapter and shall keep inventory of all property after property of chapter is updated. She shall order all jewelry as needed. A slide or guard will be presented to each President upon completion of her elective term of office. This is to be ordered by the Custodian and presented by the Past President following installation of officers.

Section 7. The **Social Historian** shall report all meetings to the newspaper. (Rev 2011)

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ARTICLE VI

DUTIES OF OFFICERS

Section 1. The **President** shall preside at the meetings of the Chapter. She shall appoint all committees; see that the purposes of the Chapter are properly accomplished.

Section 2. The **Vice-President** shall perform the duties of the President when necessary. She shall answer all correspondence, keep the card file of the chapter in order and notify all changes in said card file to the Grand Registrar. She shall assume the responsibility of the pledges between pledge service and initiation. She shall deliver all books, papers and other property in her possession to her successor in office. (Rev 2011)

Section 3. The **Secretary** shall record the minutes of the meeting, keep a register of all members of the Chapter and perform such duties as may be required of her by the President. She shall give the examination not less than one (1) week before scheduled initiation. She shall deliver all books, papers and other property in her possession to her successor in office. (Rev 3/2011)

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Section 8. The **Social Editor** shall prepare and send all material for the Kappalite to the Editor-in-Chief by the designated time.

Section 9. The **Parliamentarian** shall advise and counsel the Chapter on parliamentary procedure.

ARTICLE VII

COMMITTEES

Section 1. AUDITING COMMITTEE

The President shall appoint annually an Auditing Committee of two (2) members who shall examine the books and accounts of the Treasurer and report thereon, with a statement in detail of the financial affairs of the Chapter at the last stated meeting in January. The Auditing Committee shall prepare and present a budget for the New Year. (Rev 2010)

KOMMUNITY KARE SERVICE COMMITTEE (KKSC)

Section 2. The Kommunity Kare Service Committee of two (2) or more members shall be appointed annually, of which the President shall be an ex-officio member, whose duty it shall be to investigate all applications for charity made to the Chapter, and report the circumstances of the case at the first stated meeting thereafter.

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FLOWER/MEMORIAL COMMITTEE

Section 3. A Committee shall be appointed annually whose duty it shall be to send flowers and cards in case of sickness. A donation to Zeta Memorial Fund or a charity of the family’s choice costing not more than \$20.00 shall be sent in case of the death of an active member, her parents, husband, or children and to active in case of death of in-laws.

Sympathy cards shall be sent to inactive members in case of the death of any above named members of their families. A donation to Zeta Memorial Fund or a charity of the family’s choice costing not more than \$15.00 shall be sent in case of the death of an inactive member or associate member. Active members who are hospitalized are sent a rose and a card attached saying **“With this rose comes best wishes from Zeta Chapter of Kappa Kappa Sigma”**.

EXECUTIVE COMMITTEE

Section 4. There shall be an Executive Committee composed of the first four (4) Officers who shall have the power of acting for the Chapter in case of emergency.

**ARTICLE VIII
MEMBERSHIP**

Section 1. Each applicant for membership must be at least sixteen (16) years of age, possess a good moral character and have a high school education or the equivalent thereof. The equivalent thereof, as endorsed by the Chapter, will be subject to the decision of Grand Council. A name for membership shall be presented at least one (1) stated meeting previous to balloting.

Section 2. Names of candidates for membership may be presented only at the following stated meetings: the first meeting in April and the first meeting in August. Members may present names for membership only if personally acquainted with the girl. After a name is voted on, an invitation will be sent to said candidate and the sponsor should follow up with a phone call to answer any questions she might have.

Section 3. An applicant to Kappa Kappa Sigma Sorority, Inc. must fill out application blanks in duplicate, with two (2) recommendations. Following Pledge Service, when ordering supplies for new initiates, the Chapter Vice President shall send the original blank to the Grand Registrar for records. The duplicate shall be filed in the chapter’s card files.

PROGRAM COMMITTEE

Section 5. There shall be a Program Committee of at least two (2) members whose duty it shall be to plan and distribute programs for the ensuing year at the first stated meeting in January. (Revised 3/2011)

WAYS AND MEANS COMMITTEE

Section 6. There shall be a Ways and Means Committee, whose duty it shall all be to plan the money raising activities of the chapter.

CONVENTION WAYS AND MEANS COMMITTEE

Section 7. There shall be a Convention Ways and Means Committee whose duty it shall be to plan fund raising activities for the Convention.

NOMINATING COMMITTEE

Section 8. There shall be a Nominating Committee of at least two (2) members whose duty it shall be to present a slate of names of the executive offices for the coming year, to be voted upon at the first meeting in October. (Rev 3/2011)

MENTAL HEALTH COMMITTEE

Section 9. There shall be a Mental Health Committee of one (1) or two (2) members whose duty it shall be to keep in contact with our mental health patients and to remember them at special times of the year.

ARTICLE IX BALLOTING FOR NEW MEMBERS

Section 1. Admission to membership must be by secret ballot with two (2) blackballs required to disqualify a candidate. A separate ballot must be taken on each candidate, results of which must be kept secret without debate.

Section 2. The results of the balloting shall be kept secret until all candidates have been voted upon.

Section 3. The Sgt.-at-Arms shall present the ballot box to each member, who shall rise to vote. The President shall cast the first ballot and the Sgt.-at-Arms the last ballot. The ballot shall then be examined by the President and the Sgt.-at-Arms. Every member present must vote. The ballot shall be destroyed by the President and Sgt-At-Arms.
There shall be no talking during balloting.

Section 4. Any candidate having been duly elected as a member of Zeta Chapter and having received an invitation to be pledged, shall respond within five days from date of invitation. Any candidate failing to make proper response during this period shall cease to be a candidate. Her name may be presented for balloting again in the usual manner, at the expiration of a six (6) month interval.

Section 5. A candidate must be pledged one (1) month and not more than three (3) months before being initiated.

Section 6. Any candidate having been duly elected as a member of Zeta chapter and having received an invitation to be pledged and having responded favorably, yet for some valid reason wishes to delay being pledged, shall be given three (3) months from date of invitation in which to be pledged. At the expiration of the three (3) month period, she ceases to be a candidate. Her name may be presented in the usual manner for balloting again at the expiration of a six (6) month interval.

Section 7. All daughters of active and associate members are automatically accepted for membership, if they fulfill the requirements for membership.

Section 8. The President shall appoint a sponsor for each candidate. The sponsor of each candidate shall be responsible for her attendance at Pledge and Initiation Services.

ARTICLE XI

Section 1. All dues are due January 1 of the current year. Dues not paid by March 1 are considered delinquent. Active members whose dues are delinquent on August 31 of the current year shall automatically be placed on the inactive list of the directory. Notification stating this shall be sent by August 1 of the following year and advised that she shall be dropped from the sorority and requested to return her official pin unless dues, fines and assessments are paid by August 31. (Rev 3/2011)

Section 2. Inactive dues are delinquent on August 31 and any inactive member whose dues are still delinquent shall be sent a letter at that time and advised that she shall be dropped from the sorority and requested to return her official pin unless dues, fines and assessments are paid by October 1. (Rev 3/2011)

Section 3. Any active member failing to notify hostess of inability to attend any stated meeting by 1:00 P.M. on the date of the meeting shall be fined 35¢.

Section 4. Any active member failing to notify the Committee of inability to attend any social meeting by designated time shall pay any fee in accordance with the expense of the meeting. The designated time shall be the Friday noon prior to the meeting unless otherwise specified by the committee.

DUES

Section 1. A membership fee shall be charged each individual member. The total fee will be no more than combined current costs of a plain recognition pin, membership certificate, constitution and directory. Membership fee is to be paid upon passing of examination and prior to initiation. The dues of each member of Zeta Chapter shall be \$25.00 for active members and \$5.00 for Life Members annually, excepting those of the first four (4) Officers, namely President, Vice-President, Secretary and Treasurer whose dues are waived during her term of office and Honorary as provided in the Grand Constitution.

Section 2. A member not missing a regular or called meeting or party during the year shall have \$10.00 of her annual dues allowed for the following year.

Section 3. Inactive member shall pay a fee of \$9.00 annually and members attending college shall pay inactive dues of \$1.00 annually.

Section 4. Any member active January 1, not serving as a Hostess at an assigned regular meeting and party shall pay the amount of \$10.00. The Chairman shall be responsible for reporting to the Treasurer said name(s). Members initiated during the year shall not be required to pay hostess fee. (Rev 3/2011)

Section 5. Any member who has intentions of becoming inactive must notify the Vice President by October 1st or she will be assessed for hostess fee, National dues, Kappalite and National Directory for the following year.

ARTICLE XII

Section 1. The expense of the first four (4) Officers and the three (3) elected delegates to the annual Convention of Kappa Kappa Sigma Sorority, Inc., with the exception of transportation, shall be paid by the Chapter.

Section 2. Delegates to convention must be in good standing (dues and assessments paid) by the first meeting in March. Each year selection of delegates to convention will be made the first meeting in March. Members must have attended two-thirds (2/3) of the business, party and called meetings since the previous selection. A delegate must be a member at least one (1) year at time of selection of delegates. Members going to convention as delegates or officers pro-tem are not eligible for two (2) consecutive years.

Section 3. Founders' Day banquet fees will be paid by the Chapter for elected officers, the Custodian and Sgt. at Arms. No transportation fees will be allowed. In the event no officers attend, fees of two (2) other members will be paid.

Section 4. The chapter will pay banquet fees and actual transportation expenses of the President or her appointed representative, when attending out of town social functions. If no other members attend said functions with her, the President may choose another member to accompany her, and such expenses will also be paid for said member. If more than one member accompanies her, the banquet fees of the President only will be paid by the Chapter, and transportation fees will be shared equally by the members of her group.

**ARTICLE XIII
GIFTS**

Section 1. A gift of \$25.00 shall be presented to a member who has been active for five (5) years when she is married. If, when married, she has been active less than five years, her gift will be \$5.00 for each year of active membership up to five (5) years. If she has been active less than one (1) year, her gift will be the same as that of an inactive member. No other gifts shall be sent from the Chapter. A pro-rated assessment will be made of all active members for said gifts.

Section 2. A gift costing not more than \$10.00 shall be presented to an inactive member when she is married; said amount to be taken from the General Fund.

ARTICLE XIV

Section 1. A member is eligible for membership in the Associate Chapter of Zeta who has been an active member of Kappa Kappa Sigma Sorority, Inc. for ten (10) years.

Section 3. Sorority will give a gift to an active member of at least one (1) year who because of moving away takes a demit, becomes inactive, or transfer membership. The gift to be taken from the General Fund is not to exceed \$10.00.

Section 2. The Associate Chapter shall attend a minimum of two (2) meetings annually with the active chapter, one (1) meeting to be at time of inspection.

ARTICLE XV

Section 1. These By-laws may be amended, altered or repealed at any stated meeting by two-thirds vote of all members present, providing the proposed amendment, alteration or repeal shall have been presented in writing at the previous stated meeting.