

KAPPA KAPPA SIGMA
ETA CHAPTER
BY-LAWS

Revision 6/13/2017

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ARTICLE I

NAME

The name of this Chapter of Kappa Kappa Sigma Sorority, Inc. located in Rushville, Indiana shall be known as Eta Chapter.

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.

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

Eta Chapter was installed on March 13, 1926

ARTICLE II

OBJECT

Eta Chapter of Kappa Kappa Sigma Sorority, Inc. must promote social service in Rush County and strive to provide philanthropic donations to local charities in need.

ARTICLE III

CHAPTER REGULATIONS

Section 1. The offices of President, Vice-President, Secretary and Treasurer are elected by a slate of candidates nominated by the Nomination Committee and voted on by the Chapter members. If the Chapter is unsatisfied with the slate of officers and would like to nominate an individual for one of the offices, there will be a secret ballot.

The offices of Sergeant-At-Arms, Social Editor, Historian, Custodian of the Badge, and Parliamentarian are appointed by the newly elected President.

Section 2. To be eligible for office a member must be affiliated with the Chapter at least one (1) year.

A member is eligible for the office of President after she has been affiliated with the Chapter two (2) years and has previously held an office for at least one (1) year.

Section 3. Any check written for \$500.00 or more, must be signed by both the Treasurer and the President. Use of the Debit Card for over \$500.00 is prohibited without the President and Treasurer being present for usage or prior authorization from the Board of Directors or General Membership. Chapter operating expenses should be kept to a minimum. Operating expenses include but are not limited to such items as postage, office supplies, robe repair and cleaning, printing expenses, etc. Gifts to members or officers are not considered operational expenses. Annual operating expenses should be no more than 20% of total annual fundraising.

MEETINGS

Section 3. Stated meetings shall be the second Tuesday of each month.

Special meetings may be called by the President to plan for special events such as Convention, Inspection or for social activity. Minutes must be taken by the Secretary at all meetings except social events.

Section 4. There will be a \$.50 charge for all missed meetings.

There will be a missed inspection assessment of \$15.00 or the amount as designated by the Grand Council.

Section 5. All claims for reimbursements for expenses shall be formally presented for approval and payment.

QUORUM

Section 6. The required quorum, for a business meeting shall be by attendance of 1/3 of the total active members excluding officers.

Section 7. Only Active Members shall have a voice in the business of the Sorority.

DELEGATES

- Section 8. (a) Eta Chapter shall be represented at the Annual Convention by the President, Vice-President, Secretary and Treasurer and the required number of delegates. (See Constitution)
- (b) Transportation expenses shall be shared personally by those riding with the driver.
- (c) The Chapter shall pay transportation expenses of the President and all officers and delegates to a Chapter Installation.
- (d) The Chapter may designate one fund raiser per year to raise funds to offset the expenses of members for registration at convention. The funds raised shall be equally divided by the members attending convention who participated in the fund raising event. If the amount raised is greater than the expenses of the registration for convention, the remaining funds shall go into the general fund. If ample funds are not raised, the money will be divided equally to offset the expenses to convention goers and those members shall make up the deficit.

ARTICLE IV

OFFICERS AND DUTIES

Section 1. PRESIDENT

It shall be the duty of the President to preside at all meetings and to dispose of business according to the Ritual Manual and the By-Laws of Eta Chapter for a business meeting.

She shall select her appointed officers and appoint all Committees and instruct them of their duties prior to January Installation and assist them whenever needed.

She is a member of the Medical Scholarship Committee which has charge of application and awarding the Medical Scholarship. (See Medical Scholarship Application Blank, Rules and Regulations)

She is responsible for being familiar with the duties of each officer, the Grand Constitution and By-Laws, the local Chapter By-Laws and Rituals.

President shall attend the Annual Convention, Founder's Day Dinner and Installation of New Chapters as the official representative of the Chapter.

Section 2. VICE-PRESIDENT

It shall be the duty of the Vice-President to preside in the absence of the President. She shall answer all correspondence promptly, maintain and compile the membership file box, report any membership changes to the Grand Registrar. She shall compile directory material when requested.

A written invitation shall be sent when notified by the Membership Committee to Pledge Candidates. At the time of pledging new members she shall work with the Membership Chairman and order required supplies immediately from the Grand Registrar.

She shall attend the Annual Convention.

Section 3. SECRETARY

It shall be the duty of the Secretary to preside in the absence of the President and Vice President.

She shall keep an accurate record of all Chapter Meetings and Advisory Board Meetings.

She shall serve as the Chairman of the Program Committee and see to the printing and distribution of programs to all Active Members in January.

She shall attend the Annual Convention.

Section 4. TREASURER

It shall be the duty of the Treasurer to keep an accurate and timely record of the finances of the Chapter.

She shall collect all dues, assessments and initiation fees.

She shall have the books ready for audit every six (6) months.

She shall order all official pledge and recognition pins and crested gifts for Initiation and other crested items when requested by the President.

The Past Treasurer shall issue statements for dues January 1st, which are payable by March 1st.

The Treasurer shall attend Annual Convention.

Section 5. SERGEANT-AT-ARMS

This Officer shall be appointed by the incoming President.

She shall properly conduct and direct during all ceremonies according to the Ritual.

Section 6. CUSTODIAN OF THE BADGE

This officer shall be appointed by the incoming President.

It shall be the duty of this officer to keep the pledge pins, robes, and all other articles placed in her charge.

She assists in all ceremonies.

Section 7. SOCIAL EDITOR and SOCIAL HISTORIAN

This officer shall be appointed by the incoming President.

It shall be the duty of this officer to publish notices and reports of Chapter activities and meetings in all local newspapers.

It shall be the duty of this officer to keep the Chapter Scrapbook and record all social and philanthropic activities of the Chapter.

She shall submit material for Kappalite when requested by the Grand Editor-In-Chief.

Section 8. PARLIAMENTARIAN

This officer shall be appointed by the incoming President.

It shall be the duty of this officer to assist the presiding officers on rules, by-laws and methods of procedure when called upon to do so.

She shall use Roberts Rules of Order for Reference.

Section 9. BOARD OF DIRECTORS

This Board of Directors shall consist of the three (3) Past Presidents, with the immediate Past President serving as Chairman.

Section 10. ADVISORY BOARD

The Advisory Board shall consist of the Board of Directors, the elected officers and Parliamentarian.

They shall act on matters concerning the Sorority when a decision is necessary between the scheduled meetings.

ARTICLE V

DUES AND ASSESSMENTS

- Section 1. Active Members of Eta Chapter shall pay \$30.00 per year to the Treasury.
- Section 2. (a) The \$30.00 called dues shall be placed in the General Fund to cover the cost of Kappalite and Directory and National Dues per member and general Chapter expense. Plus .50 assessment for missed meetings.
- (b) The remaining budget requirements of the Special Fund for National Project, Medical Scholarship and all local charity and philanthropic donations will be earned by fund raising projects.
- Section 3. All dues are due January 1st. and payable by March 1st of each year. Statements to be sent out on January 1st.
- Dues not paid by March 1st shall be considered delinquent.
- Section 4. (a) Active members whose dues are delinquent on August 31st. of each year shall be automatically placed on the In-Active list of the directory for the coming year.
- (b) January 1st of the next year she shall be billed for the previous year's active dues plus the current year inactive dues. If not paid by March 1st, she shall be dropped from the Chapter.
- Section 5. Active Honorary and Life Members will pay \$10.00 to the Treasury each year to be put in the general fund to cover the cost of Directory and any other assessments so levied by the Chapter.
- Section 6. In-Active Members shall pay \$10.00 dues to the General Fund.

ARTICLE VI

MEMBERSHIP – ADMITTANCE

- Section 1. Each applicant for membership must be at least sixteen (16) years of age, be of good moral character and have a high school education or the equivalent. (The equivalent thereof subject to the decision of Grand Council)

- Section 2. Names of all candidates to membership shall be presented with a recommendation signed by two (2) Active Members and given to the Membership Committee at the January Meeting. Only the Membership Committee may present names of candidates to the Chapter.
- Section 3. If the Committee determines the candidate is ineligible for any reason stated in the by-laws they will notify the sponsor and she will have the opportunity to withdraw the candidate's name.
- Section 4. The Membership Committee will present the slate of candidates at the February Meeting. Any Member may raise an objection to the Committee, and the sponsor will be given the opportunity to withdraw the candidate. If no objections are raised a motion will be made to approve the slate and invite the candidate(s) to RUSH in March.
- Section 5. The candidates shall be voted on at the April Meeting. One (1) black ball does not keep a girl out of our organization, two (2) black balls shall be necessary. Absolute secrecy must be maintained by the officers in charge as to the number of ballots cast against any prospective member. There shall be no second ballot cast.
- Section 6. Daughters of active, in-active and deceased members will be voted upon by the Membership Committee and, if accepted, she is automatically passed by the Sorority.
- Section 7. After a name is voted and before the written invitation is sent, one (1) week shall be allowed. During this time contact shall be made by the sponsors and report made to the Membership Chairman whether or not the invitation should be sent. The Membership Chairman then notifies the Vice-President to mail a written invitation.
- Section 8. If it is reported by the sponsors that the person is not interested or is ineligible for membership, the written invitation will be withheld.
- Section 9. The invitation to membership must be accepted or rejected within one week.
- Section 10. The initiation fee of \$10.00 must be paid on or before the day of the Initiation Ceremony.
- Section 11. The Initiate will receive a membership pin ordered from the Official Jeweler.

ARTICLE VII

QUALIFICATIONS OF MEMBERS AND REQUIREMENTS

- Section 1. An Active Member shall have voice in all business, she shall take an active part in all activities of the Chapter and shall serve as hostess and on committees according to the program planned.
- Section 2. She is subject to all assessments levied by the Chapter and the biennial Inspection.
- Section 3. In-Active Members shall have no voice but may attend Chapter Business Meetings.
- Section 4. Honorary Members (Past Presidents) and Life Members (those who have been active for 25 years) are subject to all requirements of Active Members. (Article V, Section 5)

ARTICLE VIII

COMMITTEES

- Section 1. Each October a Committee Questionnaire will be given to each member to assist in allowing volunteers to use their specialized skills or interests in appointing members to committees. The President and her Officers shall be responsible for appointing members to obtain best outcomes to all committees.

SPECIAL PARTIES

- Section 2. \$200.00 will be allowed by the Treasury for expenses of 4 Special Parties. The Special Parties are: RUSH, \$50.00, PLEDGE, \$50.00, INITIATION, \$50.00 and CHRISTMAS, \$50.00. A Discretionary amount shall be submitted and approved by the general membership to cover any possible budget needs when an Eta Chapter Member is elected and serves on Grand Council.

PROGRAM

- Section 3. The Secretary shall be Chairman of the Program Committee with the President and Vice-President. Their duties are to plan the program for the year, prior to printing and distribution in January.

MEMBERSHIP

- Section 4. The Retiring President shall serve as Chairman of the Membership Committee assisted by the Secretary with three other appointed Members. The duties are to act on all business connected with the presentation of petitions, investigation

and voting of same in accordance with our By-Laws. The Chairman shall notify the Vice-President to issue written invitations, shall instruct all new pledges of their requirements, obtain file card information and give examination prior to Initiation. Initiates must have a 75% passing grade. See Guidelines for this committee Attachment A

CHARITY/BUDGET/FINANCE

- Section 5. The Charity/Budget/Finance Committee shall consist of a Past President a Past Treasurer and three appointed members who shall meet in October and present in November their proposal for the following:
- (a) A proposal for Charity donations for the coming year.
 - (b) A proposal of money making projects to finance the Special Fund and Treasury for the coming year.
- Section. 6. They shall accept requests for donations not already allowed by the Charity budget, to investigate, consider the need and ability of the Chapter to donate before presenting a request at a meeting.

FLOWERS/CARDS/GIFTS

- Section 7. This Committee shall consist of three (3) appointed members to order flowers, send cards and purchase gifts and keep a record for reference.
- (a) In the event of death of Active Sorority Sister, send the KKS emblem to the funeral.
 - (b) In the event of the death of an Eta Chapter Alpha Omega Member (Past Grand President) a \$25.00 donation will be made to Grand Council Memorial Fund.
 - (c) At the death of an In-Active Sister, one (1) silk rose shall be sent to the funeral.
 - (d) Active members seriously ill at home or in the hospital shall be remembered with a card.
 - (e) A sympathy card shall be sent to the home of an Active member in case of a death in the family.
 - (f) Wedding of Active member shall be acknowledged with a gift not to exceed \$25.00.
 - (g) Patroness shall be given a Poinsettia at Christmas.
 - (h) If the Out-going President has served multiple terms and has previously received a jeweled pin or gavel, the sorority will make a \$75.00 donation to a charity of her choice or the amount can be used against the purchase of a jeweled pin if she so desires to purchase one herself.

- (i) Chapter shall remember their Grand Council Officer with a gift at Convention with a corsage and/or gift not to exceed \$50.00
- (j) A Milestone Anniversary of Sister Chapters shall be acknowledged with a monetary gift not to exceed \$50.00

NOMINATING

- Section 8. This Committee shall consist of three (3) Past Presidents and two (2) appointed members who shall select candidates for one or two tickets; candidates permission to be obtained before nomination. Candidates will be presented at the October meeting and voted upon in November with installation in January.

DISCRETIONARY

- Section 9. Discretionary or Sub-Committees may be called for at various times. The President may request a Sub-Committee to be formed which will report to one of the Standing Committee as outlined in the By-Laws of Eta Chapter. The forming of a Sub-Committee shall be by vote of the general membership.

SCHOLARSHIP

- Section 10. The Medical Scholarship Committee shall consist of the President, Past President and one (1) other member appointed by the President. The Committee will follow Rules and Regulations of the Medical Scholarship Application.

ARTICLE IX

MEDICAL SCHOLARSHIP

- Section 1. A \$500.00 scholarship is to be awarded to a Rush County Resident. \$250.00 to be paid at the beginning of the 1st semester, \$250.00 at the beginning of second semester, pending verification of enrollment and a 3.0 G.P.A. Pledge to be maintained in separate fund known as "Medical Scholarship Fund" and not to exceed \$500.00
- Section 2. If the Budget permits, and membership is in agreement, a second \$500.00 scholarship may be awarded as determined by the Charity/Budget/Finance Committee.

ARTICLE X

AMENDMENT OF BY-LAWS

By-Laws may be amended at any meeting by a two-thirds (2/3) vote of Active Members present