

**BY-LAWS, NU CHAPTER  
KAPPA KAPPA SIGMA SORORITY, INC.  
SHELBYVILLE, IN**

**Ritual of Business Meeting**

**All: Loyalty song**

**President's Speech**

**Vice President's Speech**

**All: With kindness to all, confidence in ourselves, and sincerity to our sorority, may we be led to the accomplishment of each task "as it should be."**

**Lord's Prayer**

**Business Meeting:**

**Roll Call**

**Reading of Minutes**

**Treasurer's Report**

**Old Business**

**New Business**

**Adjournment**

**Closing Ceremony**

**Treasurer's Speech**

**All: (Prayer) May the Lord watch between thee and me while we are absent one from another.**

**By-Laws Nu Chapter, Kappa Kappa Sigma Sorority, Inc.**

**Article I, NAME**

**The Kappa Kappa Sigma Sorority, Inc. is organized 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 31<sup>st</sup> of every year.**

**Nu 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.**

**Nu Chapter was installed on May 10, 1930.**

## **Article II, OBJECT**

**This chapter shall originate and maintain social service work in addition to activity in other community affairs.**

## **Article III, MEMBERSHIP**

**Section I. Each girl proposed for membership shall be sponsored by two (2) active members in good standing of Nu Chapter. No member shall sponsor more than two (2) girls in one (1) year.**

**Section 2. Daughters of active, inactive or deceased members shall automatically be invited to membership. They need not be sponsored, but must take examination.**

**Section 3. Prospective members must attend a guest night before her name shall be submitted for membership.**

**Section 4. Admission to membership must be by secret ballot, requiring two (2) black balls to disqualify a candidate.**

**Section 5. Unless otherwise ordered by the Executive Board, the Pledge Service shall be held in June with initiation to be held in September.**

**Section 6. The Chapter shall pay for the initiation dinners of the pledges. In case of inspection, the dinner of the Grand Inspectress and her guest shall also be paid by the Chapter.**

#### **Article IV, MEETINGS**

**Section 1. Unless otherwise ordered by the sorority or by the Executive Board, regular meetings shall be held the first and third Thursday of each month.**

**Section 2. All business meetings shall be conducted according to Roberts Rules of Order Revised unless it conflicts in any way with the Grand Constitution and by-laws or the local by-laws.**

**Section 3. A fine of fifty (50) cents for each missed meeting will be added to the member's dues and credited to the Convention Fund. Members attending school on regular meeting nights shall not be fined.**

**Section 4. Each member is responsible for notifying the hostess if she is unable to attend any meeting by the day before the meeting date.**

#### **Article V, FINANCES**

**Section 1. The dues of active members of this chapter shall be fifteen (\$15) dollars per year due January 1 and payable by March 1 of the current year. Statements shall be given out one (1) month previous to the due date. Dues not paid by this date are considered delinquent.**

**Section 2. Inactive members shall pay four dollars (\$4) per year as dues.**

**Section 3. Any assessment of the active members must be voted for by a majority of members present.**



**Section 4. A Budget Committee consisting of elected officers shall determine expenses and the projects according to the need for money. This committee shall present the budget for the coming year at the January meeting.**

**Section 5. A monetary collection shall be taken at each meeting, the proceeds of which shall be used for the Charity Fund.**

**Section 6. The Treasury shall be divided into separate funds.**

## **Article VI, OFFICERS AND DUTIES**

**Section 1. The annual election of officers shall be held at the October business meeting.**

**Section 2. If more than one member is nominated for an office, the member receiving the majority of votes cast by secret ballot shall be elected.**

**Section 3. Officers shall be installed in January each year.**

**Section 4. It shall be the duty of the President to preside at all meetings, to announce business and to appoint committees. She shall have the power to appoint all vacancies and to be an ex-officio member of all committees except the nominating committee. It shall furthermore be her duty to attend the Annual Convention, Founder's Day and the installation of a new chapter.**

**Section 5. It shall be the duty of the Vice President to preside in the absence of the President and to fill her unexpired term in case of resignation. She shall handle all correspondence and order all stationery, membership cards, certificates and constitutions as needed. She shall keep a card index record of all members. She shall send invitations to all prospective pledges. Immediately following pledge service she shall be responsible for filling out and mailing membership cards for new members to the Grand Registrar. She shall compile and present all membership supplies to new members upon initiation. She shall mail one demit card to the girl receiving such demit and the other card to the Grand Registrar, unless otherwise instructed by Grand**

**Council. It shall be her duty to send accurate data for the directory to the Grand Vice President by the date mandated by Grand Council. The Secretary and Treasurer shall assist her in compiling the directory data. It shall be her duty to attend the Annual Convention.**

**Section 6. It shall be the duty of the Secretary to keep an accurate and complete record of all meetings of the chapter. She shall give the examination to the pledges before initiation. She shall assist the Vice President and Treasurer in compiling directory data. It shall be her duty to attend the Annual Convention.**

**Section 7. It shall be the duty of the Treasurer to keep an accurate record of the finances of the chapter. She shall collect all dues, fines, assessments and initiation fees. She shall have her books audited at the end of June and December each year as required by Grand Council. She shall disperse the funds of the chapter and be a member of the Budget Committee. She shall assist the Vice President and Secretary in compiling the directory data. It shall be her duty to attend the Annual Convention.**

**Section 8. It shall be the duty of the Sergeant-at-arms to preserve order at all business meetings and to assist in the pledge and initiation service.**

**Section 9. It shall be the duty of the Historian-Kappalite Editor to keep a scrapbook containing a complete record of all events of the Sorority. She shall compile and forward all Kappalite material to the Grand Editor-in-Chief by the deadline set for that purpose.**

**Section 10. It shall be the duty of the Custodian to preserve all articles and records belonging to the Sorority. A current inventory of all articles shall be maintained and a copy kept by the President.**

**Section 11. Each officer shall be responsible for her Ritual and shall be required to pay replacement cost if it is lost.**

**Section 12. Delegates to the Annual Convention shall be chosen from a list of those who desire to attend.**

## **Article VII, EXECUTIVE BOARD**



**Section 1. The Executive Board shall consist of the four (4) elected officers.**

**Section 2. The Executive Board shall decide all questions which arise between business meetings.**

### **Article VIII, GIFTS**

**Section 1. Active members in good standing who marry shall receive a gift. Cost to be determined by Executive Board.**

**Section 2. Flowers are to be sent to active members in the hospital or following outpatient surgery and all other active members who are ill shall receive a card. The cost of such flowers and cards shall be determined by Cards and Flowers Committee and paid for from the Cards and Flowers Fund.**

**Section 3. Cards are to be sent to inactive and associate members for family deaths, family illness, congratulatory or any occasion the Cards and Flowers Committee deems appropriate.**

**Section 4. In the event of the death of an active member, flowers or a memorial contribution will be sent along with food for one (1) meal. Cards and Flowers Fund will pay for a deli tray with members donating sufficient food to complete meal.**

**Section 5. In the event of the death of an active members immediate family (immediate family to include husband, child, parent, father-in-law, mother-in-law, grandparent, grandchild, sister, brother, sister-in-law and brother-in-law) the member shall designate choice of either flowers, memorial contribution or one (1) meal. Cards shall be sent to inactive or associate member in event of immediate family (see above explanation of immediate family) death. Cost of flowers and cards will be paid from Cards and Flowers Fund. Amount to be left to the discretion of Cards and Flowers Committee.**

### **Article IX, COMMITTEES**

**Section 1. The President shall appoint a Ways and Means Committee whose duties it shall be to suggest the money making projects. There**

will be four (4) members on the Ways and Means Committee with one (1) member retiring each year and one (1) member being appointed each year. The member of the committee serving her fourth year shall be considered chairman.

Section 2. There will also be a minimum of four (4) members on each committee for money making projects. Members shall serve on the same committee for four (4) years with the chairman retiring from the committee each year and with a new member being appointed to each committee. It shall also be the duty of the President to appoint replacements for any committee members who leave active sorority membership. The committee member in her fourth year on the committee shall be considered chairman. Retiring chairman will be advisor the following year.

#### **Article X, AMENDMENTS**

These by-laws may be amended by a two-thirds vote of those present provided the amendment was presented at the previous regular meeting.

**Presented by the By-Laws Revision Committee  
Nu Chapter of Kappa Kappa Sigma Sorority, Inc.**

**September 14, 2017**

**Lossie Marie Laird, Chairman**

**Cheryl Braunagel**

**Mary Eads**

**Mary Jane Allen**

**Bonnie Cole**