

Approved
Kathy
Cindy M



Local By - Laws

Of

Alpha Alpha Chapter

Of

Kappa Kappa Sigma Sorority, Inc.

Approved by Grand Council

September 18, 2015



ARTICLE 1

NAME

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.

Alpha Alpha 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.

Alpha Alpha Chapter was installed on January 24, 1953.

OFFICERS

Section I

- A. A member is eligible for an elective office when she has been affiliated with the Chapter for at least 1 year.**
- B. A member is eligible for the office of President after she has been affiliated with the Chapter for 2 years and has previously held an active office for 1 or more years.**

Section II

- A. The offices of President, Vice-President, Secretary, and Treasurer are elected by secret ballot, majority vote being necessary for the election of each officer.**
- B. In case there is not a majority on the first ballot, the two names receiving the most votes are then presented for re-voting.**
- C. The President votes on all secret ballots. She shall not vote on a motion presented from the floor unless there is a tie vote.**
- D. If an officer cannot attend a meeting / function / ceremony, etc., they must notify the President and find a suitable replacement for themselves.**
- E. If the President cannot attend a meeting / function / ceremony, etc., she must notify the Vice President. The Vice President will assume the President roll, but find a replacement Vice President for herself.**

SECTION III

A. The duties of the Officers shall be as follows:

PRESIDENT

- 1. Preside at all meetings, to preserve order, to announce business, and to appoint committees and any vacancies that may occur.**
- 2. Appoint all non-elective officers including the Sergeant-at-Arms, Social Editor/Historian, Custodian of the Badge and Parliamentarian.**
- 3. See that each officer and committee functions properly. Be familiar with the duties of each officer, the Grand Constitution and By-Laws, your local By-Laws, and your Officer's Handbook. She shall be an ex-officio member of all committees.**
- 4. Ensure each officer has a handbook and adds helpful suggestions to it. Collect handbooks at the end of the year to turn over to the new President for distribution to the other newly elected officers.**
- 5. Collect and distribute all ceremonies and guidelines to officers.**
- 6. Invite Grand President (and guest - normally a travel buddy) to visit your chapter during the year (special meeting, party, Inspection, etc.) See that the proper courtesies are extended to her.**
- 7. Advise officers to be prepared for the opening and closing ceremonies at the Inspection. Instruct all to be familiar with the ceremony. Queue cards may be used, however, do not have open rituals on pedestals.**

8. See that your local chapter does Community service and spends their allotted amount for charity.
9. The President may call special meetings as necessary. If a matter arises that cannot wait until the next meeting and is not covered by the By-Laws, the President may consult with her officers for a decision.
10. In case of the death of an Alpha Omega Member of our Chapter, or a member of her immediate family, the Chapter President should see that the President of Alpha Omega is notified immediately so that she can inform the members of Alpha Omega.
11. When a motion is made or a vote is needed, the President calls for the chapter to vote, but she, does not vote.
12. Instruct new members on how the official pin is to be worn. It is worn over the heart.
13. Attend Founders Day, Convention, 50-year Anniversaries of other Chapters, and New Chapter installations.
14. She shall be responsible for reserving the room for our meetings before the end of the year for the following year.

VICE PRESIDENT

- 1. Shall perform the duties of the President in her absence and/or in the event she cannot complete her term.**
- 2. Answer all correspondence in a timely manner.**
- 3. Submit all changes of membership to Grand Registrar at the time changes occur.**
- 4. Send names of deceased members to Grand Registrar and 50-year members before convention.**
- 5. Attend Founders Day, Convention, 50-year Anniversaries of other Chapters, and New Chapter installations.**
- 6. Send directory update / information to the Grand Vice President when requested. At the time of election, the retiring Vice President shall notify the Grand Vice President of the newly elected officers.**
- 7. Assist the President in all matters pertaining to Chapter business.**
- 8. Keep the online membership file up to date and have these ready for inspection when requested by the Grand Inspectress.**
- 9. Participate in Initiation and Pledge Ceremonies.**
- 10. Read Grand Council minutes at regular meetings.**
- 11. Keep track of any amendment changes during the year and produce amended inserts to each active member for inclusion in their personal by-laws.**
- 12. It is an expected requirement that office of the Vice President will transcend to President the next year.**

SECRETARY

- 1. Keep accurate records of meetings and read the minutes of preceding meetings.**
- 2. Assist the President in chapter business when asked to do so.**
- 3. Attend Founder's Day, Convention, 50-year Chapter Anniversaries, and New Chapter installations.**
- 4. Always have two years previous minutes ready for inspection when requested by the Grand Inspectress.**
- 5. Sign all minutes and request the President does also.**
- 6. Participate in Initiation Ceremonies.**
- 7. She shall give the Examination to the Pledges at least 1 week prior to the Initiation.**

TREASURER

- 1. The Treasurer's office is a two year term.**
- 2. Establishment of signature authority on the Chapter bank accounts. Opening a new account will require the tax ID number and the Corporate Resolution (provided by the bank) with two authorized signatures, the Treasurer's and the Vice President's.**
- 3. Establishment and maintenance of the chapter financial accounts: checking, savings, CDs, etc.**

4. **Creation and completion of a monthly ledger that captures all financial activities of the chapter.**
5. **Preparation of a monthly treasurer's report that is provided to the membership at each meeting.**
6. **Payment and subsequent retention of all invoices, bills, and receipts of the chapter.**

***All invoices greater than \$500 require two officers' signatures.**

***Debit card receipts greater than \$500 should reflect two signatures within three weeks of the date.**

*** Report all paid bills at each meeting.**

***All payments made to members should be accompanied by a receipt or documentation of mileage, etc.**

Note: Mileage is currently reimbursed at .14/mi for charitable organizations (August 2013).

***Submission of bills should be at each meeting, voted on by the membership and reflected in the minutes.**

7. **Initiate payments to Grand Council upon receipt of invoice(s) for the following: National Dues (Jan), Liability and Insurance (late spring) or any other assessments.**
8. **Obtain financial documents and templates for semi-annual auditing (July and January) by designated members of the chapter from the Kappa Kappa Sigma Sorority, Inc. website. Submit copies of these audits to the Treasurer of Grand Council, one completed audit form per account kept by the chapter.**

9. Prepare and have available 24 months of chapter financial records for the Grand Council Inspection every 2 years. Be prepared to assist the Grand Inspectress during the review of these records. Records should include Check/Savings account registers, bank statements, receipts for all expenses and deposits, etc.
10. Annual completion of the chapter tax forms, NP 20 (due on May 15th), 990PF and 501C3 forms for submission to Kappa Kappa Sigma Sorority, Inc. financial document/tax preparer. The tax forms include data reflecting all charity earnings and distributions.
11. Preparation of an annual budget that reflects the anticipated earnings and expenses of the chapter.
12. Preparation and distribution of dues, fines, and other invoice notifications to the members of the chapter on an annual basis. Collection of dues, fines, and other payments from members.
13. Attendance is expected at Founder's Day, Convention, 50 Year Anniversaries and any New Chapter installations.
14. The Treasurer participates in Initiation Ceremonies for new members of the chapter.
15. She shall take roll call.
16. She is a standing member of the Budget Committee.
her cost.

SERGEANT - AT - ARMS

- A. It shall be the duty of the Sergeant-at-Arms to keep order at all business meetings.**
- B. She shall participate in the Initiation Ceremonies.**
- C. She shall notify the President when she is unable to attend the Initiation Ceremony and have a replacement to represent herself.**

SOCIAL EDITOR / HISTORIAN

- A. It shall be the duty of the Social Editor / Historian to be the keeper of the current year and prior 2 years Chapter Scrapbooks.**
- B. Older archived scrapbooks to be kept by the Custodian of the Badge.**
- C. She shall take pictures of events and keep in the scrapbook.**
- D. If she is unable to attend any events, she shall get a replacement for herself.**
- E. She shall compile a newsletter for the Kappalite and forward via email twice a year (January 15 and August 15), to the Grand Editor-in-Chief. The Grand Editor-in-Chief will then send a copy to our Chapter email. The Kappalite will be available on the Kappa Kappa Sigma Sorority, Inc. website.**
- F. She shall get all correspondence from the Vice President after each monthly meeting.**
- G. She shall update the History of the Chapter in January of each year and forward a copy to the Pledge Chairman and Secretary.**

CUSTODIAN OF THE BADGE

- A. It shall be the duty of the Custodian of the Badge to keep and preserve all articles belonging to the Sorority.**
- B. She shall keep a binder with a current inventory, updated each year in January and copies given to the Executive Officers.**
- C. She shall work with the President and Vice President for articles needed for any ceremonies or services.**

PARLIAMENTARIAN

- A. It shall be the duty of the Parliamentarian to see that meetings are conducted according to the Ceremonies and Guidelines, Grand Constitution and By-Laws, Chapter By-Laws, and Robert's Rules of Order.**
- B. She shall keep a binder to include the above documents at each meeting for reference.**

INACTIVE MEMBERS

Section I

Any member of Alpha Alpha Chapter desiring to become inactive must submit a letter asking such permission. All dues, fines, and assessments must be paid before permission is granted. Inactive dues shall be \$ 15.00, payable in January of each year.

Section II

An inactive member may attend any business or social meeting, but she shall have no voting power at business meetings.

Section III

Should an inactive member in good standing desire to become active, she may do so by attending two (2) successive meetings.

NEW MEMBERS

Section I

Each active member has the privilege of recommending prospective members.

*A daughter of an active, inactive, or deceased member shall be considered a legacy and therefore the secret ballot is waived for membership.

Section II

- A. At any time during the year, names may be presented to the pledge committee in the form of a letter signed by two (2) active members.**
- B. Letters will be read at the January, February, and March meetings, and voted upon at the March meeting by secret ballot.**
- C. Disqualification of a prospective member requires a negative vote from at least 10% of the total active membership.**
- D. If accepted, prospective members will be sent an invitation to a tea, which shall be held in March or April. An invitation to become a member of Alpha Alpha Chapter shall be sent at least 2 weeks prior to the Pledge Service.**

Section III

The Pledge Service shall be held at least one (1) month prior to Initiation, in April or May.

Section IV

Each pledge shall be required to earn a minimum of \$10.00 on a service project to show her willingness to be a working member.

Section V

An examination is given to the pledges by the Secretary at least one (1) week prior to the Initiation.

Section VI

The Initiation Service shall be conducted by the Officers.

Section VII

At the time of Initiation, each new member is given the Grand Constitution and By-Laws & Directory, Membership Certificate, Local By-Laws, Chapter Directory, Chapter History, Chapter Apron, and the information to sign up for the Kappa Kappa Sigma Sorority Inc. website and Facebook page.

MEMBERSHIP FEE

Section I

A new member membership fee based on current charges, shall be charged each individual member as stated in the Grand Constitution and By-Laws, Article XIII, Section 8. (The total fee will be no more than the combined cost of a membership pin, membership certificate, Grand Constitution, and National directory)

DUES

Section I

The annual dues of Alpha Alpha Chapter shall be \$ 20.00.

Section II

Refer to (Grand Constitution Article II Section 8). All dues are payable January 1 of the current year based on the information provided in the current year directory. Dues not paid by March 1 are considered delinquent. Active members whose dues, fines, outstanding bills, or other assessments are delinquent on August 31 of the current year shall automatically be placed on the inactive list of the directory. Letters explaining Article II Sec 8 shall be sent by August 1 to the delinquent members.

MEETINGS

Section I

Meetings shall be held the second Monday of each month, and they shall begin at 7:00 p.m. unless the membership is notified of any change.

Section II

Any member may be notified of an absence. There shall be an absence fee of \$.50 if absent without calling. There shall be a fee of \$.25 if absent and did call a member.

Section III

Any member who has not attended a meeting in twelve (12) months (except for extended illness or job related absence) shall be considered an inactive member and shall be so notified by the Chapter President.

Section IV

During all meetings cell phones shall be turned off, or set on vibrate.

QUORUM

Section I

A quorum shall be the active membership minus those who are on an extended illness, winter relocation (i.e. snowbirds), or on extended job related duties. A quorum is one-half (1/2) of that remaining membership plus one (1) which will be sufficient for the adoption of any motion that is in order.

Section II

A roll call vote must be taken for ANY expenditure over \$501.00.

COMMITTEES

Section I

- A. The outgoing Chairperson shall review her Committee's function and purpose with the new Chairperson. She shall pass on the Committee Handbook and any related materials at the time of the January Installation and no later than the February meeting.
- B. The sign-up sheets for the coming year shall be passed no later than the October meeting.

Section II - Auditing

- A. It shall be the duty of the Auditing Committee to:
 - 1. Audit the Treasurer's records twice a year in January and July.

Section III - Benevolence / Meals (Funerals)

A. It shall be the duty of the Benevolence Committee to:

- 1. Have at least one committee member attend the viewing and/or funeral of an active member or their immediate family.**
- 2. Work with the family in regards to preparation of food for the calling and/or funeral and if necessary assisting with the church in food or serving.**
- 3. Keep a list of those who will help with preparation, serving, and / or delivery of meals for Sisters and her family.**
- 4. Notify the Communications Committee for emails to be sent to inform Sisters of the Funeral arrangements.**
- 5. Notify the Calling Committee to call only those Sisters without emails.**
- 6. Notify the Treasurer directly of the money donation \$(40.00). The money shall be donated per the family's request.**

Section IV - Budget

A. It shall be the duty of the Budget Committee to:

- 1. Prepare a proposed budget for the year.**
- 2. The Committee shall consist of the Past Treasurer, the current Treasurer, the President, and the Charity chairperson.**
- 3. The Budget shall be presented no later than the February meeting.**

Section V - Cards / Meals (Illness)

A. It shall be the duty of the Cards/ Meals (Illness) Committee to:

- 1. Send a card to any active member or their immediate family when they are hospitalized and / or experiencing an illness.**
- 2. Keep a list of those who will help meals for Sisters during an illness and / or hospitalization and coordinate delivery of meals.**
- 3. Notify the Communications Committee so an email can be sent to inform the Sisters.**
- 4. Notify the Calling Committee to call only those Sisters without an email.**
- 5. Send a card to any active member celebrating their 25th or 50th Wedding Anniversary.**
- 6. Send a card to any active member celebrating their 25th or 50th year with the Sorority.**
- 7. Send a card to any non-member, inactive member, or Associate Chapter member upon request.**

Section VI - Charity

A. It shall be the duty of the Charity Committee to:

- 1. Investigate and present suggested charitable opportunities to the Sisters.**
- 2. A roll call vote must be taken for any expenditure over \$501.00. (See) Page 13, Section II under Quorum in the Chapter By-Laws.**

Section VII - Convention Chairperson

- A. The next years Convention Chairperson shall be appointed by the outgoing President no later than the November meeting of the current year.**
- B. She shall handle all convention reservations and related correspondence.**
- C. She shall be responsible for the purchase of a gift or flowers at Convention to any Chapter Member serving on Grand Council.**
- D. When our Chapter hosts Convention, a new bank account should be set up solely for Convention and a Convention treasurer should be named. Those records should be audited separately from the Chapter books.**

Section VIII - Executive Committee

- A. It shall be the duty of the Executive Committee to:**
 - 1. Make decisions for the Chapter on any questions of importance between meetings.**
 - 2. The Executive Committee shall consist of the current President, Vice-President, Secretary, Treasurer, and the immediate past two (2) Presidents.**

Section IX - Nominating Committee

- A. It shall be the duty of the Nominating Committee to:**
 - 1. Nominate new officers and officiate at the election with prepared ballots.**

2. The Nominating Committee shall discuss or distribute the duties of the office to prospective nominees prior to their acceptance to ensure that nominees are fully apprised of their duties.

Section X - Pledge Committee

A. It shall be the duty of the Pledge Committee to:

1. Plan all activities for prospective members.
2. They shall accept candidate letters, read at the meetings, prepare ballots, and execute voting. (Refer to "New Members" Sec II, Sec III, & Sec IV in the Chapter By-Laws).
3. They shall arrange plans for the Tea, Pledge Ceremony, Initiation, and the luncheon. Keeping track of reservations and payments.
4. After the Pledge Ceremony, the Chairperson shall submit a list of the new pledges, along with their address, email, phone number, Birthday and Anniversary information to the President, Vice President, Directory Chairperson, and the Cards/ Meals (Illness) Committee.

Section XI - Ways and Means Committee

A. It shall be the duty of the Ways & Means Committee to:

1. Be in charge of moneymaking projects and keeping the Chapter updated on the progress of those projects.

NEW OFFICERS

Section I

- A. The slate for new officers shall be presented in September, with nominations from the floor.**
- B. The slate for new officers shall be presented in October to be voted on, with absentee ballots being permitted. If there is no majority vote on the first ballot, only those present will vote on the next ballot. (Refer to Section IX - Nominating Committee of the Chapter By-Laws)**
- C. New Officers will be installed at the January Meeting by the outgoing President or Installing Officer.**
Note: If the President succeeds herself, a Past President can be selected to act as Installing Officer.

OFFICER & DELEGATE EXPENSES

Section I

Officers and delegates attending the annual convention shall have their registration fees paid by the Chapter.

Section II

Officers attending Founders Day luncheon shall have their meals paid by the Chapter.

Section III

The registration fee shall be paid for each delegate going to the annual convention. Members are eligible to be a delegate if:

- A. Dues are paid for the current year.**

B. They did not attend the past year as a delegate, or the past (2) years as an Officer.

C. They did not miss more than (2) two meetings the past calendar year.

Section IV

Two (2) delegates' expenses shall be paid by the Chapter when a new chapter is installed.

AMENDMENTS

Section I

Amendments and/or revisions to the Local By-Laws shall be presented at one meeting and voted upon at the next meeting.

Section II

When Local By-Laws have been amended and/or revised by the Chapter, nine (9) copies shall be sent to Grand Council for approval. The effective date of the amended and/or revised By-Laws will be the Grand Council approval date.

Section III

Any amendments done within the year shall be added to the Local By-Laws beginning January of the next year and copies of the new By-Laws given to the members.

CHAPTER BY-LAWS

Section I

Chapter By-Laws shall be reviewed every three (3) years by the Officers and/or a committee appointed by the President.
