

KAPPA KAPPA SIGMA SORORITY, INC.

LOCAL BY-LAWS

ALPHA CHAPTER

## ARTICLE I

### NAME

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

The Kappa Kappa Sigma Sorority, Inc. is organized exclusively for charitable purposes with 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., the remaining assets shall be distributed evenly to all national projects with 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 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 Chapter was installed on January 8, 1919.

## ARTICLE II

### OBJECT

Section 1. Kappa Kappa Sigma Sorority, Inc. is organized for the purpose of promoting social welfare and for creating a higher standard among girls.

Section 2. Alpha Chapter of Kappa Kappa Sigma Sorority, Inc. must originate and maintain some kind of social service, in addition to activity in other community affairs.

## ARTICLE III

### CHAPTER REGULATIONS

Section 1. The officers shall be President, Vice-President, Secretary, Treasurer, Sergeant-at-Arms, Social Editor/Historian, Custodian, and Parliamentarian.

Section 2. The offices of President, Vice-President, Secretary and Treasurer are elected by secret ballot by the Chapter. The offices of Sergeant-at-Arms, Social Editor/Historian, Custodian, and Parliamentarian are appointed by the newly elected President.

Section 3. Whenever there is but one candidate for office it shall be the duty of the Secretary to cast the elective ballot for the candidate. If there is only one candidate for each open office, the Secretary can cast an elective ballot for a "slate" of candidates for the corresponding open offices. If the Secretary is running for an office, the Vice-President shall cast the elective ballot for her.

Section 4. 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 elective office for at least one (1) year.

Section 5. The duties of the officers shall be as follows:

#### PRESIDENT

It shall be the duty of the President to preside at all meetings, to announce business, and to appoint Committees. The Nominating Committee will be composed of two members whose duty shall be to obtain voluntary candidates for each open role. Each candidate's permission is to be obtained before nomination. The Auditing Committee will be comprised of one to two members, one of whom will be a past treasurer. The President shall have the power to appoint all vacancies, and to be an ex-officio member of all Committees. The outgoing President will create the hostess schedule for the following year by the December meeting.

#### VICE-PRESIDENT

It shall be the duty of the Vice-President to perform the duties of the President in her absence and to fill her unexpired term in case of resignation. She shall also handle all correspondence, examples include amendments to the Grand Council, invitations to other chapters for Founders' Day and written invitations to prospective members when notified by the Membership Chairperson. An exception to the rule for correspondence are chapter invoices to the members are issued by the Treasurer. It shall also be her duty to send the original of the duplicate application cards to the Grand Registrar for her records and to keep the card file record of each Chapter member up-to-date. She will maintain the accuracy of the online chapter directory, sending updates quarterly to the Grand Membership Registrar and Grand Vice-President.

#### TREASURER

It shall be the duty of the Treasurer to keep an accurate record of the finances of the Chapter. She shall collect all assessments, fines, dues and give a report of same at each monthly meeting. The Treasurer shall have her books ready for audit semi-annually. No money shall be

paid out by the Treasurer without a receipt for the goods purchased or services rendered and voted upon by the Chapter. She will maintain a copy of all invoices, statements, deposits, and checks issued along with any correspondence regarding financial items of the chapter. At the expiration of her term of office she shall turn all money and records of her duties over to the Chapter, and the proper execution of her duties shall not terminate until the report is accepted by the Chapter. She shall issue statements for dues by December 31st of each year. She will order chapter jewelry as instructed by the Custodian. It shall also be her duty to instruct the newly elected Treasurer in the keeping of the Treasurer's books. Signature cards at the bank will have two signatures and be signed by the outgoing and oncoming treasurer.

#### SERGEANT-AT-ARMS

It shall be the duty of the Sergeant-at-Arms to keep order during all business meetings and to present candidates for pledging and initiation services.

#### SOCIAL EDITOR/HISTORIAN

It shall be the duty of the Social Editor/Historian to prepare articles concerning the Chapter's activities for publication in the newspapers, and Kappalite. She shall submit information for the Kappalite to the Grand Editor-in-Chief prior to January 15th and August 15th each year. It shall also be the duty of the Social Editor/Historian to keep a scrapbook of the Chapter's activities such as pictures.

#### CUSTODIAN

It shall be the duty of the Custodian to keep supplies and other articles belonging to the Chapter. She shall inventory and order all official supplies at a minimum of semi-annually. She will notify the treasurer of any jewelry needing ordered from the official sorority jeweler such as gavels for outgoing presidents or membership pins prior to initiation.

#### PARLIAMENTARIAN

It shall be the duty of this officer to assist in the presiding officer on rules, laws and methods of procedure when called upon to do so. She shall use Roberts Rules of Order for reference. It is recommended she be a past president of the chapter.

Section 6. There shall be no limit in numbers as to membership (See Grand Constitution, Article II, Section 6.)

Section 7. The Ritual must be used and should be attempted to be memorized for all ceremonies and services.

Section 8. Rituals, robes, handbooks and Grand and Alpha Chapter Constitution and By-Laws are kept by each officer.

## ARTICLE IV

### MEMBERSHIP-ADMITTANCE

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.

Section 2. In order to meet them, each potential member will attend at least two (2) chapter gatherings prior to pledging to the chapter. Each applicant for membership, if pledged, will be pledged for a period of not more than ninety (90) days and not less than thirty (30) days. Each potential member will receive a pledge pin to be returned to the Custodian following initiation into the chapter or the new member will reimburse the chapter for the current cost of a pledge pin.

Section 3. Admission to membership must be by secret ballot. The Chapter may waive the secret ballot vote of daughters of active, inactive or deceased members as legacies, but the legacies are required to take the examination.

Section 4. Previous to the initiation, each applicant shall pass the sorority examination and pay her initiation fee. The initiation fee is determined by the current cost of the pin and supplies needed for the applicant's initiation.

Section 5. An applicant for membership to Alpha Chapter of Kappa Kappa Sigma Sorority, Inc. must fill out application cards in duplicate. One card with current member recommendation is to be submitted to the Chapter for inclusion in the chapter file; the original card being sent to Grand Registrar for her records. At the Initiation ceremony the Vice-president shall present new members with a Certificate of Membership, copy of the Grand Constitution and By-Laws, and Chapter By-Laws and a membership pin.

## ARTICLE V

### MEETINGS

Section 1. The regular meeting of Alpha Chapter of Kappa Kappa Sigma Sorority, Inc. shall be held the third Wednesday evening of each month. Special meetings may be called by the President.

Section 2. Active members must attend at least two (2) meetings or social functions per year or will be placed on the inactive list.

Section 3. Meeting places or digital/virtual meeting shall be designated by the hostess. If a member is unable to serve as scheduled hostess she will make arrangements to have a substitute.

Section 4. A majority of the total active membership shall be in attendance to vote on a motion at the meeting.

Section 5. Only active members shall have a vote in the business of the sorority.

## ARTICLE VI

### CONVENTION

Section 1. Alpha Chapter shall be represented at the annual Convention by President, Vice-President, Secretary, Treasurer, or pro-tems, and the required number of delegates.

Section 2. The Treasury shall pay the registration expenses of the officers and delegates in pursuance of Convention duties. The chapter members will vote upon the percentage (%) of further expenses to be paid by the chapter treasury for attending officers and delegates. The treasury will pay for the expense of one chapter convention photo which shall be archived in the chapter scrapbook.

## ARTICLE VII

### DUES AND ASSESSMENTS

Section 1. Dues shall be assessed for active, life (25 years+), and inactive members annually. The amount of the annual dues for each type of membership will be determined by the October meeting of the prior year by vote of the chapter members. The amount will be recommended by the Treaurer based on the current annual expense per member. The treasurer will send an invoice to all members by December 31st of the previous year of all expenses owed by the member including the following year's dues. All dues are due January 1st and payable by March 1st of the current year. Dues not paid by this date are considered delinquent on August 31st of the current year and the member will automatically be placed on the inactive list of the Directory for the fourth (4th) quarter of the current year. At the end of two (2) years, if still delinquent, she shall be dropped from the Sorority and requested to return all official jewelry and certificate. (Grand Council interprets dues to mean dues, fines and assessments.) A letter notifying the member of her delinquency and explaining Article VII, Section 1 shall be sent to delinquent members by September 30th by the Vice-President.

Section 2. A membership fee shall be paid upon passing of examination and before initiation., Article IV, Section 4 explains how the membership fee is determined.

Section 3. Following initiation, dues for each new member will be pro-rated for the balance of the year.

Section 4. Should a member desire to become inactive she must submit a letter to the Vice-President on or before October 1st of the current year. The member will be assessed inactive membership dues annually beginning the following year. If letter is submitted after November 1st, she will be assessed active membership dues for the following year. If inactive dues are delinquent for a period of two (2) years, she will be dropped from membership.

Section 5. Should a member in good standing with sufficient reason (non-resident, health, or financial) wishes to withdraw from the Chapter, she may request a demit. The chapter Vice-President will write Grand Council with a recommendation from the Chapter to request the member's demit. Upon approval of Grand Council, the member will be allowed to keep her membership certificate and all jewelry. If a member with a demit wishes to rejoin the Sorority, her demit shall be turned in to Grand Council, and the Vice-President will notify her that she is again a member.

Section 6. Should a member in good standing wish to resign, she shall write a letter to the Chapter stating the reason. If accepted by the chapter, all jewelry symbolic of Kappa Kappa Sigma shall be returned to the Chapter by the member. The jewelry value will be refunded by the chapter to the resigning member, and the Chapter shall send her a letter of correspondence of acceptance of her resignation.

Section 7. When a member wishes to affiliate with another Chapter, she will notify the chapter in writing of her request. The Vice-Presidents of each chapter will correspond to ascertain whether the proposed member is in good standing; if so, she will be accepted without voting by the receiving chapter.

Section 8. No assessment shall be levied against a member other than those listed in the Grand Constitution and By-Laws.

## ARTICLE VIII

### GIFTS AND FLOWERS

Section 1. Flowers or a donation equaling \$75.00 shall be sent in case of death of an active or life member. A card shall be sent in case of illness of an active or life member.

Section 2. Cards shall be sent in case of death in immediate family or for other occasions.

Section 3. A first-time outgoing President shall be presented with a gavel slide or guard (gold or silver).

## ARTICLE IX

### AMENDMENT OF BY-LAWS

Section 1. These By-Laws may be amended after a proposed amendment has been submitted by a member and read at a regular meeting of the Chapter. If a majority of members present votes in favor of said amendment(s), the amendment change will be submitted by the Vice President to Grand Council. Upon approval by Grand Council, said amendment shall be adopted.

Adopted at a chapter meeting on the twenty-first day of June, 2023.

Approved by Grand Council: September 13, 2023

COMMITTEE: Kathleen Haughan, Katherine Mathena and Megan Mathena

Adopted at a stated meeting on the eighteenth (18th) day of February, 1987.

Approved by Grand Council: March 28, 1987

COMMITTEE: Martha Bugh, Margaret Guthrie, Phyllis Sullivan, Lois Price and Marilyn  
Freeland