

By-Laws of Alpha Kappa Chapter
Of Kappa Kappa Sigma Sorority, Inc.

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 organization 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 six (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 Kappa 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 Kappa Chapter was installed on July 11, 1976

Article II

OBJECTIVE

Section 1. Alpha Kappa Chapter is organized for the purpose of promoting social welfare and creating a higher standard among women.

Section 2. This chapter of Kappa Kappa Sigma Sorority, Inc. must originate and maintain some kind of social service works as well as taking an interest in all community affairs.

Article III

MEETINGS

Section 1.

- a. Regular meetings shall be held on the fourth Thursday of each month at 7:00 p.m.
- b. Emergency changes in the time or place of meetings may be made by the Hostess in cooperation with the President.
- c. Special meetings may be called by the President.
- d. Business may be conducted by a majority vote of a quorum. A quorum shall Be $\frac{1}{3} + 1$ of the active membership.
- e. At the first meeting following convention, plans are to be suggested and worked out during the year for sending delegates and officers to the next convention. Members must attend 75% of the business meetings to be eligible to be a delegate. Delegates to convention shall later be selected from the member who qualify and are planning to attend.
- f. There will be one hostess for each meeting. Following the business session, entertainment with snacks or light refreshments will be left to the discretion of the hostesses.

Article IV

QUALIFICATION OF MEMBERS

Section 1. Each applicant for membership must have a high school education or the Equivalent thereof, (equivalent thereof, as endorsed by the chapter, will be subject to the Decision of the Grand Council), and must be a girl who attained the age of 16, and posses a good moral character (a girl's morals being based upon how she is conducting herself at the time her name is presented).

Article V

NEW MEMBERS

Section 1. A member of the sorority must present the pledge's name at least one month before voting. The application for membership must be accompanied by recommendations from two active members.

Section 2. Admission to membership must be by secret ballot requiring a majority vote in favor of the candidate,

Section 3, Each member shall be notified of voting time and place.

Section 4. The President shall appoint a sponsor for each candidate. The sponsor of each candidate shall be responsible for her candidate's attendance at Pledge, Initiation Services, and the first six meetings.

Section 5. There shall be a recruitment meeting previous to the pledge service for all candidates. At this party, candidates shall be informed of chapter projects for earning and a spending funds, information contained in Article XIV, Section 9 of the Grand By-Laws and Constitution and Alpha Kappa has one business meeting each month. At the discretion of the officers, this meeting shall be a separate party from our regular business meeting of the month. Each prospective member shall be told of her financial responsibilities to the sorority at this time.

Section 6. Each applicant to our chapter must fill out application blanks in duplicate (with recommendations as mentioned in Section 1 above). The chapter Vice President shall send the original to the Grand Registrar for her records and shall file the duplicate in the Chapter's card file, following pledge service (see Grand By-Laws, Article XIV, Section 3).

Section 7. A membership fee shall be charged to each individual member. The total fee will be no more than the combined costs of a plain recognition pin, membership certificate, constitution, directory, constitution, and directory. Membership fees are to be paid upon passing of examination (75% of questions answered correct is passing) and prior to initiation.

Section 8. All daughters of active members of Alpha Kappa chapter shall be considered legacies; and if they meet each requirement for membership according to Article IV Section 1 (above), may become members waiving secret ballot. A vote will be taken if two members of Alpha Kappa request it,

Article VI

OFFICERS, THEIR ELECTION AND QUALIFICATIONS

Section 1. The officers of Alpha Kappa Chapter shall be President, Vice President, Secretary, and Treasurer which shall be elected according to Robert's Rule of Order.

Section 2. The offices of Sergeant-at-Arms, Social Editor and Historian, Custodian of Badge, and Parliamentarian are appointed at the discretion of the newly elected President.

Section 3. No candidate is eligible for the same office for more than two consecutive terms. She may, however, serve in another office.

Section 4. The office of Treasurer shall be the only elected office with a two (2) year term. This office cannot be served by the same sister for two consecutive terms.

Section 5. Term set forth in Section 3 and Section 4 can be overruled by a unanimous vote of chapter quorum.

Article VII

EXECUTIVE BOARD

Section 1. There shall be four member Executive board consisting of the current President, current Vice President, Immediate Past President, and one other active member with five years active membership. This active member is to be appointed by the current President.

Section 2. The Executive Board shall meet at the call of the President or upon request of three chapter members.

Section 3. The Executive Board is empowered to fill all vacancies. It shall have general supervision in emergency situations of the chapter between meetings.

Article VIII

DUTIES OF OFFICERS

Section 1. The officers shall perform the duties prescribed in these By-Laws and the Grand Constitution and By-Laws.

Section 2. President

- a. It shall be the duty of the President to preside over all meetings, to preserve order, to announce business, and to appoint committees. The President shall be an ex-officio member of all committees except the nomination committee.
- b. The President shall have the power to call special meetings of the Chapter and Executive Board.
- c. It shall be the duty of the President to be present at the annual convention.

Section 3. Vice President

- a. It shall be the duty of the Vice President to perform the duties of the President in her absence.
- b. The Vice President shall handle all correspondence between the Grand Vice President and Vice President of other chapters and all other correspondence.
- c. It shall be the her duty to request membership packets for all new members. The Vice President shall keep the card file up to date for all members.
- d. It shall be the duty of the Vice President to be present at the annual convention.

Section 4. Secretary

- a. It shall be the duty of the Secretary to record the proceedings of all meetings and perform such other duties as pertain to her office.
- b. The Secretary shall furnish the material for examination and give the examination to new pledges prior to initiation. Material for examination shall only consist of the Greek alphabet and symbols, Grand Officers and their chapters and locations, when and where Kappa Kappa Sigma, Inc. was founded, order of business, and four elected officers of the local chapter.
- c. It shall be the duty of the Secretary to be present at the annual convention.

Section 5. Treasurer

- a. It shall be the duty of the Treasurer to keep accurate record of the finances of the chapter. She shall collect all dues, fines, and assessments.
- b. The Treasurer shall have charge of all funds and pay all bills as directed by the chapter. She shall pay annual dues and assessments as designated by the Grand Treasurer.
- c. The Treasurer shall collect a membership fee from all new members upon their passing the examination and prior to initiation. The total membership fee will be no more than the combined current costs of a membership pin, membership certificate, constitution, and directory.
- d. The Treasurer shall submit a report at each meeting and a complete report properly audited semi-annual and at the termination of her office.
- e. It shall be the duty of the Treasurer to be present at the annual convention.

- f. The length of the Treasurer's term shall be two years and no member can hold the office for more than one term consecutively.
- g. The Treasurer shall complete all duties required for the 501C3 and state and federal tax paperwork required by Grand Constitution.

OTHER OFFICER DUTIES

When appointed by President, the duties of the following officers are as follows.

Section 6. Sergeant-at-Arms

- a. It shall be the duty of the Sergeant-at-Arms to be present and assist in pledge and initiation service.

Section 7. Social Editor and Historian

- a. It shall be the duty of the Social Editor and Historian to prepare news of the Chapter and submit to Grand Editor-in-Chief for Kappalite at designated times.
- b. She shall also keep a scrapbook of all chapter events.
- c. It shall be her duty to keep in touch with members who have not been active in the chapter.

Section 8. Custodian of the Badge

- a. It shall be the duty of the Custodian of the Badge to keep all pledge and initiation materials and robes. She shall have all materials ready as needed for pledge and initiation services.

Section 9. Parliamentarian

- a. It shall be the duty of the Parliamentarian to advise and counsel the officers when requested to do so.

Section 10. Chapter Representative

- a. It shall be the duty of the Chapter Representative to contact any new prospective members who may desire to become a member.
- b. She shall also represent the Chapter at initiation and installation services of new chapter.

Section 11. Chaplain

- a. To guide the chapter spiritually.
- b. To assist the chapter at the discretion of the officers.

Article IX

COMMITTEES AND THEIR DUTIES

Section 1. Standing committees, at the discretion of the President, shall be Ways and Means, Charity, Flowers, Cards, and Gifts, Nominating, and Auditing.

Section 2. Duties of the Committee

- a. Ways and Means Committee shall present and carry out ideas for making money through the year,
 1. It shall be presented at the February meeting.
 2. There shall be a record kept on the different projects and their success.
- b. Charity Committee shall suggest charity projects for the year.
- c. Flowers, Cards, and Gift Committee shall purchase flowers, cards, and gifts required.
 1. Gifts are to be for out-going President, Grand Officers in our Chapter, Grand Inspectress, and flowers for initiates.
 2. Should the sorority membership feel a special gift is required for a special occasion, the gift shall be determined by the committee. This purchase must be approved by membership prior to the purchase.
 3. A Card shall be sent to inactive members in case of personal illness or death in the immediate family or at any other designated.
 4. In case of death of an Alpha Omega member within Alpha Kappa Chapter, the chapter shall send a contribution to favorite charity (local) representing Alpha Omega. The amount not to exceed twenty five dollars (\$25). The bill will be sent to the Secretary of Alpha Omega for reimbursement.
- d. Nominating Committee shall present candidates for office in the month of August
After obtaining permission from the candidates before nomination. The election of Officers to be held in September.
- e. Auditing Committee is to audit the books of the Treasurer at the end of June and December, or as needed.

Article X

DUES AND FINES

Section 1. Dues.

- a. The dues of this chapter shall be twenty dollars (\$20) per year. Inactive dues are ten dollars (\$10) per year.

- b. All dues are due January 1, and payable by March 1 of the current year. Dues not paid by the date 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 for the coming year. A letter stating this shall be sent by August 1 to delinquent member.

By August 1 of the following year, any member still delinquent shall be sent a letter, advising 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.

C. Honorary and Life members are exempt from all dues, but subject to assessments from Grand Council which includes fines, insurance and tax assessment.

Section 2. Every Active member who does not attend inspection is compelled to take the inspection examination. Any member failing to do so will be assessed a fine of fifteen dollar (\$15.00) which is due at the time of chapter inspection,

Article XI

AMENDMENTS

Section 1. By-Laws may be amended by a $\frac{1}{3} + 1$ vote of active membership.

Section 2. Every active member must be notified of the vote for amendment a minimum of two weeks before the meeting and will be supplied with a copy of the proposed amendments to the By-Laws.

Section 3. All amendment to the By-laws are subject to acceptance by the Grand Council.

Amended
November-2016