

Approved
Kathy
Cindy

**By-Laws of Epsilon Chapter
Kappa Kappa Sigma Sorority, Inc.
Officers**

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 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.

Epsilon 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.

Epsilon Chapter was installed on July 27, 1923.

SECTION 1. No member is eligible for office unless she has been affiliated with the chapter for at least one year. No member is eligible for the office of President unless she has been affiliated with the chapter for four years and has held an elective office for one or more years. One of the offices held should be the office of Vice-President.

SECTION 2. The office of President, Vice-President, Secretary and Treasurer are elected by secret ballot with a majority vote being necessary for the election of each officer. A motion vote may be accepted if no names are presented from the floor at time of voting.

SECTION 3. The duties of the officers shall be as follows:

President: It shall be the duty of the President to preside at all meetings, to preserve order, to announce business and to appoint committees. She shall have the power to fill all vacancies and to be an ex-officio member of all committees. She shall have the power to call special meetings. She shall be responsible for a gift for a member from the Chapter who is on Grand Council, to be presented at the banquet at convention.

She shall be present when the Secretary gives the examination to pledges and assist in grading the examination papers. She shall instruct pledges as to the requirements of members of the chapter. She shall appoint an auditing committee of three people in November. A complete report of this committee shall be made at the first meeting in January and June. She shall appoint a bereavement committee of three members. A parliamentarian shall be appointed by the President to serve one year.

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. She shall prepare the necessary material for the Directory as needed by the Grand Vice President in the publication of the Directories. She shall keep the Card Index File record of each member initiated into the Chapter and notify the Grand Registrar of any change in the status of a member such as becoming inactive, receiving a demit, moving out of town, change of name by marriage or divorce, and being dropped from membership from the Chapter. She shall be responsible for issuing membership certificates, badges, directories, constitutions, and by-laws, and all other materials for new members at the time of initiation. She shall be responsible for a gift for the retiring President to be presented at the time of installation of the new officers.

Secretary: It shall be the duty of the Secretary to keep an accurate record of all meetings and to give the minutes of all preceding meetings. She shall give the necessary examination to pledges before initiation into the Chapter and upon passing the examination, she shall collect \$30.00 initiation fee and turn it over to the treasurer of the Chapter. She shall with assistance of the President grade the examination papers and then they shall be destroyed.

Treasurer: It shall be the duty of the Treasurer to keep an accurate record of finances of the Chapter. She shall collect all assessments, fines, dues and other fees. She shall have statements of dues prepared and distributed by January 1. She shall be ready at all times, on previous notice by the President, to give a complete record of the finances of the Chapter. She shall, at the expiration of her term of office, return all money and records of her duties to the Chapter. The proper execution of her duties shall not expire until the report of the auditing committee is accepted by the Chapter. She shall then turn over money and records to the newly elected Treasurer. Books are to be audited two times a year. The term of Treasurer will be for two years.

Sergeant-at-Arms: It shall be duty of the sergeant-at-Arms to keep law and order at all business meetings. She shall be in charge of candidates of membership and present them for pledge and initiation.

Social Editor: It shall be the duty of the Social Editor to have advance notices of all meetings in the local paper and to report all meetings, both business and social, to the paper as soon as possible.

Social Historian: It shall be the duty of the Social Historian to keep all clippings and accounts of interest to the Chapter in a scrapbook. Also, she shall compile and forward all Kappalite material to the Kappalite Editor at the proper time.

Custodian of the Badge: It shall be the duty of the Custodian of the Badge to preserve all articles belonging to the Chapter. She shall also assist the officers, at the time of pledge and initiation, by having robes, candles and other necessary articles ready to use.

Parliamentarian: It shall be the duty of the Parliamentarian to advise and counsel the Chapter when asked to do so. She shall have a copy of "Roberts Rules and Parliamentary Laws" in her

possession for reference. The Parliamentarian should be a past Grand Officer if available; otherwise, a past Chapter President.

SECTION 4. Each officer shall be required to keep an up to date a handbook listing her general duties along with additions of motions, suggestions, or information constructive to her office. Upon retiring from office, she shall turn over the handbook to the incoming officer and instruct her as to her duties.

SECTION 5. The executive committee consisting of the four officers (President, Vice President, Secretary and Treasurer) will have the power to excuse any member from any mandatory chapter function or duty as well as act on anything that must be taken care of between meetings. ("Roberts Rules and Parliamentary Laws")

INACTIVE MEMBERS ARTICLE II

SECTION 1. A member of Epsilon chapter requesting inactive status must have all dues and assessments paid in full. A request for inactive status must be submitted before October 1; otherwise, active dues will be assessed January 1, for the following year.

NEW MEMBERS ARTICLE III

SECTION 1. Each applicant for membership must have a high school education or the equivalent thereof. (the equivalent subject to the decision of Grand Council.) She must be a person who has attained the age of sixteen and must possess a good moral character.

SECTION 2. A recommendation form for membership must be filled out by the sponsors, (three active members of the Chapter) for each name presented.

SECTION 3. If the sponsor desires to give the initiate a personal gift, it is requested that it not be presented at the initiation.

SECTION 4. Daughters of active and inactive members shall be considered legacies and shall be sent a special invitation for membership.

SECTION 5. At the first meeting in May, names on letters of recommendation may be presented and voted upon only once. Admission to membership must be by secret ballot. Twenty-nine active members present at meeting or less will require three (3) blackballs; thirty to thirty-nine active members present at meeting, will require four (4) blackballs; forty to forty-nine active members present will require five (5) blackballs; fifty or more active members present will require six (6) blackballs to keep a candidate from becoming a member of the sorority. The votes of each candidate shall be placed in individual envelopes, bearing the name of the girl being voted on. At the conclusion of the voting period, the President shall appoint one caller, two talliers, and two watchers for the counting and tallying of the votes. The votes of each candidate are to be placed in her envelope and sealed. These envelopes are to be turned over to the

President and kept in her possession until after initiation at which time shall destroy them. After all the names have been called and tallied, the report shall be given to the President for reading. When these women are accepted by the members of the Chapter, written invitations to become members of Epsilon chapter of Kappa Kappa Sigma Sorority, Inc. shall be sent to the candidates as soon as possible.

SECTION 6. It shall be duty of the sponsors to act as liaison between the prospective member and the Vice President concerning her acceptance.

SECTION 7. The President shall appoint a committee for rough initiation, previous to the pledge service.

SECTION 8. Pledge service shall be in June. After pledge service, two membership cards shall be given to each pledge to be filled out in full and returned at the time of examination. The recommendation line must be signed by two active members. One signature should be other than a relative of the pledge.

SECTION 9. Upon passing the examination (75% of the questions answered correctly is passing) initiation fees shall be paid. The total not to exceed the combined current cost of the membership pin, membership certificate, constitution, and directory.

SECTION 10. The initiation service shall be given by the officers of Epsilon Chapter not less than one month after pledging, nor more than three months after pledging.

SECTION 11. At the time of initiation, each new member shall receive a recognition pin, constitution, by-laws, directory, program, certificate of membership, pledge's handbook and a gift from the sorority.

SECTION 12. New members are exempt from dues until January of the following year.

SECTION 13. A new member shall be qualified as a delegate to convention after she has been a member of the Chapter for one year.

DUES, FINES AND ASSESSMENTS

ARTICLE IV

SECTION 1. The annual dues of Epsilon Chapter shall be fifteen dollars (\$15.00). Inactive dues shall be ten (\$10.00) per year. All dues are due January 1 and payable March 1 of the current year. Dues not paid by this date are considered delinquent on August 31 of the current year. At the end of two years, if still delinquent, she shall be notified that she will be dropped from the sorority, and at that time be requested to return all official jewelry and membership certificate. This decision should be made by the current officers.

SECTION 2. There shall be a fine of fifty cents for an unexcused absence from meetings. A member with a valid reason, or if attending college or school, may be excused from attending meetings for a requested period of time. She will be expected to fulfill the duties of her chapter

whenever possible. A member will be excused for reasons of hospitalization, confinement at home because of illness, or serious illness or death in the immediate family. A member shall also be excused and not fined when attending another meeting as a representative of the sorority.

SECTION 3. Each member shall pay into the treasury the amount of her age at the time of her birthday.

SECTION 4. All bills for flowers and cards are to be paid from the treasury.

SECTION 5. The cost of Directories and Kappalites shall be taken from the annual dues.

MEETINGS ARTICLE V

SECTION 1. The meetings shall be held the second Monday of each month and the second and fourth Monday evenings as necessary. All meetings shall begin at 7:00 p.m. Fifteen minutes shall be allowed for business at parties.

SECTION 2. There may be special called meetings by the President and all members must attend.

SECTION 3. Each member is to serve on one social meeting a year. A member becoming inactive during the year shall fulfill her duties as hostess. Committee members for the Pledge Party, Initiation and Thanksgiving dinner will not be required to pay more than ten dollars (\$10.00) toward expense of these parties. The sorority treasury will pay cost over the ten dollars (\$10.00) per committee member of these three parties.

FLOWERS AND GIFTS ARTICLE VI

SECTION 1. Any active member becoming a bride is to receive a gift from the sorority.

SECTION 2. Any active member having her first baby shall receive a baby gift.

SECTION 3. Any active member who is in the hospital or any active member who is ill at home for an extended period of time, shall receive a suitable card.

SECTION 4. When death occurs in the immediate family of an active member, the Chapter shall send a bud vase with a single coral rose. The immediate family shall be father, mother, husband, children, brother, sister or any person domiciled in the home. Flowers in the form of a bud vase shall be sent to the funeral of an active member. In the event of the death of an inactive or associate member or someone in their immediate family domiciled in the home, a card will be sent.

SECTION 5. In the event of death of an Epsilon member who is a member of Alpha Omega, the Chapter shall send a contribution of fifty dollars (\$50.00) in her name to the National Project. (Riley Research, Heart Fund, Breast Cancer, etc.)

DELEGATES ARTICLE VII

SECTION 1. Section for delegates to the annual convention shall be as follows: nominations will be made from the floor of members interested in attending convention. Members present will then vote for the appropriate number of nominees. The nominees with the most votes shall be declared the delegates and the next two shall be the alternates. Vote is by secret ballot.

SECTION 2. The entire expense of the officers and delegates to the annual convention is to be paid by the Chapter.

SECTION 3. The expenses of two delegates shall be paid to attend the installation of a new chapter, 50th Anniversary and Founder's Day. One of these delegates should be the Chapter President. In the event the President cannot attend, she shall appoint a member to go in her place.

AMENDMENTS ARTICLE VIII

SECTION 1. The local By Laws may be amended or replaced at any meeting of the Chapter by a majority vote.

QUORUM ARTICLE IX

SECTION 1. One half plus one of the active members present shall constitute a quorum.

Revised 2017.