

KAPPA CHAPTER OF KAPPA KAPPA SIGMA SORORITY, INC.

BY-LAWS REVISED

MAY 2, 2017

ARTICLE I

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., the remaining assets shall be distributed evenly to all 5 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.

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.

Kappa Chapter was installed on February 19th, 1928.

MEETINGS

1. Kappa Chapter shall meet the first Tuesday in each month for a business meeting at 7:30 pm.
All active members are required to attend. Subject to \$.50 fine for non-attendance.
2. Called meetings shall be called by the President, when necessary. All active members are required to attend. Subject to a fine of \$1.00 for non-attendance unless excused by the president.

DUES AND FINES

1. ACTIVE member dues shall be \$10.00 per year.
 - A. Dues are due January 1, delinquent after March 1 of current year. If dues are still not paid by August 1 of current year, active member's name will automatically be placed on inactive list for the coming year. If still delinquent by August 1 of following year, she shall be notified by mail, that her membership is terminated, and she shall return all official jewelry and certificate, unless dues, fines, and assessments are paid by August 31.
2. INACTIVE member dues shall be \$10.00 per year, payable yearly, with the privilege of attending parties.
3. LIFE members are exempt from local dues, but are subject to fines and assessments.

4. Pledges not wearing pledge pin shall be fined the sum of \$.25. Pledges are to pay, at current cost, for a pledge pin if it is lost.
5. Initiation fee shall be no more than the cost of plain pin, certificate, constitution, and directory. (Six months dues will be charged new members initiated in May or June.)
6. Each member is required to serve as hostess once each year. Hostess chairperson will be responsible for contacting committee members and collecting cost of refreshments.
 - A. Hostess chairperson shall immediately give the Treasurer the names of any members unable to participate, and the Treasurer will assess that member her proportionate share.

MEMBERSHIP

1. Prospective members' names may be presented at any regular business meeting, except the March and September meetings. All names, except legacies, are voted on at the March and September meetings, and pledged at the next business meeting. They shall be pledged at least one month and not more than three months.
2. Admission to membership must be by secret ballot, using four blackballs to disqualify a candidate. The names of all prospective candidates must be kept confidential until they are notified by the pledge committee.
 2. A Three active members shall count ballots; two will count votes with one calling out each name.
3. Prospective members must be a high school graduate or the equivalent. Equivalent must be approved by Grand Council.

OFFICER QUALIFICATION

1. No member is eligible for elected office unless she has been affiliated with the chapter for at least one year. No member is eligible for office of President unless she has been affiliated with the chapter for two years, and previously held an elective office for one or more years.

DUTIES OF OFFICERS

1. **PRESIDENT:** As provided in the Grand Constitution, it is the duty of the president to preside at all meetings, to preserve order, to announce business, and to appoint committees. She shall check with the vice-president to see that the 25 year pins are ordered by the treasurer when needed, and shall check with the life members as to type of pin wanted. She shall attend convention.
2. **VICE-PRESIDENT:** It is the duty of the vice-president to perform in the absence of the president, to handle all correspondence, and order official supplies (except jewelry). She shall keep the card file up to date, keeping the Grand Registrar

posted on all changes in the membership status, and by September 30 she shall check with the treasurer as to the current status of all active and inactive members so that an accurate list of members may be forwarded to the Grand Vice-President for the new directory, and to the Grand Treasurer for assessment of National dues. She shall purchase and prepare the frames for the song which is given to new members at initiation. At the end of the president's first term, she shall order a plain gavel to be presented to the president at the Christmas party. This shall be returned and one with a pearl shall be given at the end of her second term. An appropriate gift shall be purchased by the vice-president, to be given at the Christmas party, for each additional term the president serves. She shall attend convention.

3. **SECOND VICE-PRESIDENT:** She shall handle the distribution of Directories, Kappalites, and Programs. She shall assist the first vice-president when requested to do so.
4. **SECRETARY:** The secretary shall keep an accurate record of all meetings. She shall notify the treasurer following the November meeting on attendance fines, and shall give examinations to the pledges. She shall attend convention.
5. **TREASURER:** The treasurer shall keep an accurate record of the finances of the sorority; collect all dues, attendance fines, and initiation fees. She shall send out statements by January 1 to active and inactive members. The treasurer shall have books ready for semi-annual audit committees, and meet with the budget committee as an ex-officio member of that committee. She shall pay all bills when approved and order all sorority jewelry as requested. She shall attend convention.
6. **CUSTODIAN:** The custodian shall collect fines from members not wearing pin or crest and keep and have ready at all times all sorority material. She shall prepare and distribute to the president and to all party chairpersons a list of items in the custodian stock.
7. **SERGEANT AT ARMS:** The sergeant at arms shall conduct candidates at pledge and initiation ceremonies.
8. **HISTORIAN:** The historian shall keep scrap book up to date and provide the Grand Editor-in-Chief with material for Kappalite. Material shall be compiled as events happen rather than waiting for request from Grand Editor-in-Chief.
9. **PARLIAMENTARIAN:** The parliamentarian's duties shall be to advise the president on parliamentary procedure upon request.
10. **PUBLICITY EDITOR:** The publicity editor shall write up all activities, projects, and announcements for release to local newspapers.

DUTIES OF COMMITTEES

1. **SUNSHINE COMMITTEE:** This committee shall send out greetings, get-well and sympathy cards to members and their families. Token gifts shall be sent to members in the hospital or members at home who are seriously ill. A floral crest (located at Carlisle Branson Funeral Home & Crematory), planter, or memorial gift shall be sent in case of death of active or inactive member of Kappa Chapter, or of an active member's family. The Sunshine Committee will work with the Cheer Guild on funeral refreshments if requested.
2. **CHARITY COMMITTEE:** This committee shall investigate all requests for help, make necessary purchases with the approval by floor action, or the elected officers, if over \$50.00, and follow up all suggestions to locate persons in need of help.
3. **PLEDGE COMMITTEE:** After names have been voted on and approved for membership, this committee shall call on them (taking with them the member who placed a name for membership, if possible) and extend the invitation to join the sorority. Information should be given concerning OUR WORK and OUR PLAY and THEIR FINANCIAL RESPONSIBILITIES at the time they are contacted. The committee should check with the treasurer for the cost of pin, certificate, constitution, and directory. If the prospective member accepts, the committee shall present her with our ribbons. The committee shall take pledges to parties, help with stunts or skits, see that two membership cards are filled out, advise pledges regarding pins, and see that the treasurer is advised to order, in sufficient time, before initiation. The committee shall select uniform gifts for initiation and order a rose for each pledge (the expense to be paid from treasury). The committee shall turn over the membership cards to the vice-president, who must send one card for each pledge to the Grand Registrar to obtain the membership certificate. The cost of the pin should be entered on the membership card.
4. **COMMITTEES FOR FINANCE PROJECTS:** Duties of the committees shall be to determine projects on which to earn money, keep record of all money earned, work on projects along with chapter members, and collect from all members owing for their share of the project.
 - A. If any committee chairperson is unable to collect for merchandise or assessments from any member, she shall report to the treasurer who will add this amount against the member's dues.
 - B. All active members are required to participate in annual Old Settlers Queen Contest. In the event they do not participate a fine of \$35 shall be assessed by the treasurer and added to their dues.
5. **BUDGET COMMITTEE:** The budget committee shall meet in December and prepare a budget to be presented before the sorority for consideration and approval. The treasurer is an ex-officio member of the budget committee.

6. **PROGRAM COMMITTEE:** The program committee shall prepare the programs for printing for the coming year, for which expense shall be paid by the treasury. The president is responsible for selecting members of cheer guild, hostess and party committees.
7. **TELEPHONE COMMITTEE:** This committee shall call all active members to remind them of monthly meeting and be ready to give telephone calling service at other times when requested.
8. **ALL PARTY COMMITTEES:** It shall be the duty of the members of the committees to set the time, place, and notify all members absent from meetings when announcements are made. They shall arrange for the programs, make reservations for dinners, etc. Members are responsible for reservations made and not cancelled before deadline stated by committee. The chairperson of each party committee shall give the treasurer a list of members subject to party reservation payment. All inactive members and associate chapter members are to be called for all parties.
9. **CHEER GUILD:** Cheer Guild shall be the calling committee.
 1. Calls or cards are for people in or outside of our community other than our membership.
 2. A member serves for two months each year.
 3. Each meeting calls made or cards sent during previous month are reported.
 4. Cheer Guild will work with Sunshine Committee on funeral refreshments if requested.
10. **AUDIT COMMITTEES:** It shall be duty of these committees to audit the treasurer's books in July for January through June, and in January for July through December.
11. **EXECUTIVE COMMITTEE:** The executive committee shall consist of the elected officers who shall meet as required.
12. **AWARDS COMMITTEE:** It shall be the duty of this committee to work with the two schools to choose the Miss Elsie Record Award recipients from Mooresville and Monrovia High Schools.

Miss Elsie Record Award recipients will be chosen from the graduating classes of Mooresville and Monrovia High Schools. One boy and one girl from each school are to be chosen with these qualifications: outstanding leadership, civic accomplishment, good character, and who, despite their best efforts, have not qualified for other awards.