

The cover features a repeating pattern of interlocking circles in a light pink color, outlined in white, set against a darker pink background. This pattern forms a wide border around a central white rectangular area.

By-Laws

Kappa Kappa Sigma
Sorority, Inc.

Theta Chapter

By-Laws

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.

Theta 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.

Theta Chapter was installed on April 10, 1927.

Order of Business

- Opening Ceremony
- All: Stand and sing loyalty song
- President's Speech
- All: With Kindness to all, Confidence in Ourselves, and Sincerity to our Sorority, may we be led to the accomplishment of each task, AS IT SHOULD BE.
- Lord's Prayer
- Roll call
- Reading of minutes
- Treasurer's report
- Old Business
- New Business
- Adjournment
- Closing Ceremony
- Treasurer's Speech
- All: May the Lord watch between me and thee while we are absent one from the other.

I. OFFICERS

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 or another Chapter for two years and has previously held an elective office for one or more years.

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, Social Historian, Custodian of the Badge, Parliamentarian, Chapter Representative, and Project Treasurer are appointed by the newly elected President. The President shall appoint a finance committee and nominating committee. The finance committee shall prepare a proposed budget each year for approval of the membership. The nominating committee shall select candidates for one or more tickets after obtaining the candidates' permission before nomination.

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 be elected to a one year term. She shall have the power to appoint all vacancies and to be ex-officio member of all committees. She shall have the power to call special meetings.

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 be elected to a one year term. She shall also handle all correspondence. She shall keep an accurate record of the membership of the Chapter and shall send immediately to the Grand Registrar the names of new members and a record of any changes in status of members. She shall send complete and accurate data for the directory to the Grand Vice-President by October 31. She shall at the end of her term be responsible for the purchase of a gift for the retiring President. The gift shall be a 12-inch crested tray, with the year the President served to be inscribed on the tray (the tray may be ordered from the sorority jeweler) or a comparable gift.

SECRETARY: It shall be the duty of the Secretary to keep an accurate record of all meetings and to give the minutes of the preceding meetings. She shall be elected to a one year term. She shall furnish material for examination to pledges at least one week prior to initiation.

TREASURER: It shall be the duty of the Treasurer to keep an accurate record of the finances of the chapter. She shall be elected to a two-year term. She shall collect all assessments, fines, dues, initiation fees, member expenses, and pay all chapter expenses in a timely manner. She will have the treasurer's records available for audit July 1 and December 1 each year. She shall be ready at all times, on previous notice by the President, to get a complete record of the finances of the chapter. She shall, with the aid of the finance committee appointed by the President, prepare an annual budget to be presented by February 1, of each year. She shall submit an annual treasurer's report at year's end. At the expiration of her term of office she shall turn over all money and records to the newly elected treasurer after the auditing committee has audited her books and found them to be in order.

PROJECT TREASURER: It shall be her duty to have charge of all monies received and expended in moneymaking projects and keep all receipts of these transactions for seven years. She shall be appointed to a one year term. She will have the project treasurer's records available for audit July 1 and December 1 each year. She shall report these at the request of the President. She shall submit an annual project treasurer's report at year's end. At the expiration of her term of

office she shall turn over all money and records to the newly appointed project treasurer after the auditing committee has audited her books and found them to be in order.

SERGEANT AT ARMS: It shall be her duty to keep law and order at all business meetings. She shall present candidates for initiation.

SOCIAL HISTORIAN: It shall be her duty to insure an accurate historic account of the Chapter is kept. She is also responsible for preserving historic documents and maintaining current historic documents of the Chapter. She shall be available to share the Chapter's history upon request.

SOCIAL EDITOR: She shall compile and forward all Kappalite material to the Kappalite Editor at the proper time, January 15 and August 15.

CUSTODIAN OF BADGE: She shall keep and preserve all articles belonging to the Sorority. A running inventory of all articles should be maintained and a copy kept in the President's book.

PARLIAMENTARIAN: It shall be her duty to assist the presiding officer on rules, laws, and methods of procedure, when called upon to do so.

CHAPTER REPRESENTATIVE: It shall be the duty of the Chapter Representative to work with the Grand Expansion Director in organizing desirable groups of girls as new chapters.

SECTION 4: EXECUTIVE BOARD: The Executive Board shall consist of present officers, two past Presidents and Parliamentarian. Executive Board shall function between meetings when deemed necessary.

II. LIFE MEMBERS

SECTION 1: Any member of Theta Chapter who becomes a life member during a given year is exempt from dues for that year and will pay ten dollars (\$10.00) per year for the coming years. A life member is an active member for 25 years. (Article VI, Section 5, Grand Constitution)

SECTION 2: Each year, all Life Members for that year, shall be recognized at the Anniversary Party.

SECTION 3: The Chapter shall present the Life Member with a slide or guard, whichever is desired by the member, at the Anniversary party.

III. FIFTY YEAR MEMBERS

SECTION 1: Any member of Theta Chapter who becomes a fifty-year (50) member during a given year shall be presented with a corsage and a small gift from the chapter. She shall be given special recognition at the anniversary party each year and recognized at the National Convention the year she reaches her 50 year membership.

IV. INACTIVE MEMBERS

SECTION 1: Any member of Theta Chapter, desiring to become inactive, must submit a letter asking such permission by October 1, or she will be charged active dues for the following year. If she has paid her active dues in full, no refund will be given to her. On January 1, a local Inactive shall pay \$10.00 for inactive dues; a Non-resident shall pay \$5.00

SECTION 2: An inactive member may attend any business or social meeting upon invitation by an active member.

SECTION 3: Should an inactive member desire to become active, she may do so by expressing her desire, attending meetings, and paying active dues.

V. ASSOCIATE MEMBERS

SECTION 1: An Associate Chapter may be formed by any group of ten (10) inactive members, who file a petition with Grand Council for permission and the petition is granted.

VI. NEW MEMBERS

SECTION 1: Each active member has the privilege of presenting a name as a prospective member, provided she has at anytime in the past been a guest at one of our parties.

SECTION 2: Perspective new members shall be given an information sheet regarding Theta Chapter of Kappa Kappa Sigma Sorority, Inc. upon showing interest in the Chapter.

SECTION 3: The person, whose name is presented, must have been a resident of this community for at least one year at the time of presentation and must have qualifications as stated in the Grand Constitution (Article VI, Section 2).

SECTION 4: At a definite time desired by the Chapter, names may be presented by the membership in accordance with Sections 1 and 2, and they will receive a written invitation to become a member of Theta Chapter of Kappa Kappa Sigma Sorority, Inc.

SECTION 5: If the prospective member accepts, pledge service shall be given at a time best suited to the Chapter. In the event the hostess cannot provide adequate space, the Chapter will make arrangements for a suitable location. Pledge services should be held in an adequate-size room for a more impressive service.

SECTION 6: At the next regular meeting after Pledge Service, initiation will be conducted for the candidates by a special committee appointed by the President.

SECTION 7: The Secretary shall give the candidates the examination at a predetermined time, at least one week before formal initiation. Pledges must pass the examination before being initiated.

SECTION 8: At not less than one month and not more than three months, the candidates shall be given the initiation service and cue cards can be used discretely as found in the Ceremony Handbook.

SECTION 9: The initiation service shall be given by the officers, or by members who may be selected by the President.

SECTION 10: At the time of initiation each new member shall be given a new member packet, which includes a binder with current year's committees, meeting dates, hostess list, parties, phone tree list and the Grand Constitution and By-Laws, a Membership Certificate, a directory, Theta Chapter By-Laws, gift, and the Sorority Flower.

SECTION 11: When a member wishes to affiliate with another Chapter the Vice Presidents will correspond with the new member and chapter to ascertain whether the member is in good standing. If so, she will be accepted without voting.

VII. GRIEVANCE COMMITTEE

SECTION 1: At the beginning of each year the President shall appoint a Grievance Committee, whose duty is to handle grievances at the time names are presented for membership. If any member has a grievance against anyone presented, she must go to the committee and explain the complaint and if, in the judgment of the committee, the grievance is justified, it is then the duty of the chairman of this committee to ask the member, who presented the name, to withdraw it. No questions are to be asked and no information given the members relative to a name that has been withdrawn. This procedure is to eliminate blackballing. Admission to membership will be by secret ballot, requiring two blackballs to disqualify a candidate.

VIII. INITIATION FEE

SECTION 1: An initiation fee shall be charged each individual member. The total fee will be no more than combined current costs of a membership pin, membership certificate, constitution and directory. Membership fee is to be paid upon passing of examination and prior to initiation.

IX. DUES

SECTION 1: Annual assessment for Active members shall be Twenty-five dollars (\$25). The Treasurer will send any active member who is in arrears with her dues a notice. If the dues are still unpaid by October 20 of the current year, she is put on the inactive list, and is sent notices of

her delinquent dues at regular intervals. If dues are still unpaid at the end of two years, she is automatically dropped from the Sorority.

SECTION 2: Annual assessment for Active Life Members shall be Ten Dollars (\$10.00) due the first meeting in January and payable by March 1.

SECTION 3: An active 50-year member shall be exempt from dues or dues assessment.

X. MEETINGS

SECTION 1: Business meeting shall be held the first Tuesday of each month. There shall be a combined Business meeting and picnic on the first or third Tuesday of July and August. All business meetings shall begin at 6:30 PM.

SECTION 2: There shall be an absence fee of \$.50 if a member does not report to the hostess in advance of the meeting or \$.25 if she does report, when absent from any regular or called business meetings, including July and August meetings. The only legitimate excuses being illness of member or member's family, death in her immediate family, or the necessity to work or attend school that evening.

SECTION 3: If any member shall miss business meeting for more than one month and advises the chapter in advance, she shall pay the \$0.25 fine but be exempt from the extra \$1.00 fine imposed when three (3) consecutive business meetings are missed.

SECTION 4: Any member neglecting to wear her sorority pin to a sorority function shall be fined \$0.25 per occurrence

XI. PARTIES

SECTION 1: There shall be the following parties annually. All parties to be held on the third Tuesday of the month.

Party	Month	Special notes
Anniversary	April	May be combined with Mother/Daughter
Mother/Daughter	May	May be combined with Anniversary
Rush Party	Spring	As needed with three or more candidates
Initiation	As needed	
Inspection	October	Every other year
Christmas	December	May be combined with December business meeting

The committees for these parties shall be appointed by the President.

SECTION 2: Any member may bring a guest to any party, and if she is a prospective member, the Chapter will bear the expense of her dinner. Otherwise, the member who brings the guest will be charged for the dinner.

SECTION 3: Any active member failing to be at inspection will be assessed a fine of \$15.00 (Article XIV, Section 15) plus the cost of her Inspection dinner.

XII. FLOWERS AND GIFTS

SECTION 1: Any active member becoming a bride is to receive a gift of silver or comparable gift with or without the Sorority crest at the discretion of the committee.

SECTION 2: Each new baby of an active member is to receive a silver cup or comparable gift at the discretion of the committee with or without the Sorority crest.

SECTION 3: Any active member who is in the hospital or ill at home for one week shall receive flowers or a gift from the chapter. A member of the flower and gift committee or another member of the Chapter shall visit the shut-in and take a gift or flower. The cost shall be left up to the discretion of the committee.

SECTION 4: Any active member leaving town for residence elsewhere shall be given a gift by the Chapter.

SECTION 5: When a death occurs in the immediate family of an active member the Chapter shall send flowers or a memorial. The immediate family shall be father, mother, husband, children, brother or sister. The cost shall be left up to the judgment of the committee.

SECTION 6: Upon the death of an inactive member the Chapter shall send a planter or a memorial, the cost left up to the judgment of the committee. If an inactive member has a death in her immediate family, Theta Chapter shall send a card.

XIII. DELEGATE EXPENSE

SECTION 1: To each Officer and Delegate attending the National Convention the sum of (\$20.00) Twenty Dollars above and beyond the cost of the registration shall be allowed toward expenses incurred. The Chapter shall pay the cost of the registration for each Officer and Delegate. The transportation charge for each member attending the Annual Convention shall be left to the discretion of the driver and passengers in her car. The Chapter will not in any way be concerned with transportation matters.

SECTION 2: The expense of the President or her representative to Founders' Day, Chapter Anniversaries, or any other official business shall be paid by the Chapter.

•(Expenses meaning meals and transportation)

SECTION 3: At the installation of a new Chapter, the entire expense of two delegates shall be paid by the Chapter.

XIV. MAJOR PROJECT

SECTION 1: Theta's major project is to purchase eyeglasses and hearing aids for school children in Bartholomew Consolidated School Corporation District upon recommendation by the respective school nurses, if parents are unable to meet the financial obligation.

SECTION 2: Each year that funds are available, we will present Regular Scholarships to at least two college-bound senior girls, and we will maintain money for two Legacy Scholarships. A legacy is a female that is the daughter of a deceased member, inactive member, or an active member. The inactive member needs to be in good standing.

XV. QUORUM

SECTION 1: Fifty percent plus one of the active members present at a business meeting shall be the minimum number to transact business.

XVI. AMENDMENTS

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

Revised 1994 By-Laws Committee Judy Richardson & Barbara Parker

Revised 1998

Revised 1999

Revised 2003

Revised September 2003 MJB

Revised 2010 By-Laws Committee: Barbara Parker, Melissa Burton & Nancy Seaborne

Revised 2017 By-Laws Committee: Nancy Seaborne & Melissa Burton