

KAPPA KAPPA SIGMA, CHI Chapter

BYLAWS and STANDING RULES

STANDING RULES

1. A statement of dues is to be sent to inactive members in February of the current year.
2. The President's gift shall be the past President's gavel pin, unless she already has one, then a gift of a like amount.
3. Transportation Expenses:
 - a. Transportation shall be provided for all active member of Chi Chapter who wish to attend the annual convention, installation of a new Chapter, or Founder's Day.
 - b. Said transportation expense shall be paid by the treasurer at the rate of \$0.50/mile with sufficient cars to handle the situation.
 - c. The parking expense and any tips shall come from Kappa Kappa Sigma members riding in each car.
 - d. The delegates and president, as ex-officio, shall arrange transportation.
 - e. Should an inactive or demitted member wish to attend and ride under Chi transportation, she shall pay into the Chi treasury an assessment to be determined by the chapter.
4. New members must be present at pledge and initiation ceremonies.
5. All officers elected and appointed must be installed without the benefit of a pro tempore.
6. A vote shall be taken each year before Founder's Day and convention whether to pay the cost of Founder's Day, convention registration and overnight lodging for officers and delegates.

BYLAWS

ARTICLE I

1. The regular meeting of Chi Chapter of Kappa Kappa Sigma shall be held the third Tuesday of each month.
2. Meetings shall be called to order at 7:00 p.m. Gosport time.
3. Members shall be fined \$0.50 for not attending meetings.
4. Members shall be fined \$0.25 for being late for roll call.
5. The order of business shall be as follows:
 - a. Opening ceremony
 - b. Roll Call
 - c. Reading of the minutes
 - d. Treasurer's report
 - e. Old Business

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- f. New Business
 - g. Committee Reports
 - h. Adjournment
 - i. Closing Ceremonies
6. If hostess or co-hostess is unable to host her meeting as scheduled, she shall first find a substitute. If she fails to find a substitute, she shall be fined \$10.00 and will serve as hostess at a later date per program committee's discretion. The money goes into the treasury for general use.

ARTICLE II

ELECTIONS AND OFFICERS

- 1. Officers elected by an elective ballot in October, unless there are no nominations from the floor.
- 2. Officers elected and appointed shall have a letter of duties presented to them at the time of installation.
- 3. Installation of new officers is in January.
- 4. Chi's local by-laws, standing rules and Article 14, section 8, 9, and 10 of the Grand Constitution shall be read to the sorority by the new president at the January meeting and again after new members are initiated.
- 5. Any elected officer missing three consecutive meetings, without good reason, shall automatically retire.
- 6. No member shall hold the same office for more than two consecutive years unless no other qualified member comes forth to accept the position. Then the existing officer if willing, may continue to hold the office for another term.
- 7. In case an officer resigns from office, her successor shall be appointed by the president.
- 8. Each officer and custodian shall be responsible for storing and maintaining their robe during their tenure of office. Robes are to be at the meetings for pledge, initiation, and inspection.

ARTICLE III

MEMBERSHIP

- 1. New members shall be presented, pledged, and initiated twice a year. Names shall be presented in February and August, voted on in March and September, pledged in April and October and initiated in May and November. December meeting will be our recognition dinner for all new members. All new members meals will be paid for by the sorority.

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2. Applications must be completed and signed by the submitting member. Members who cannot attend the meeting may hand their sealed application to the secretary to be presented during the February and August meetings.
3. Names on applications shall be read at the February and August meetings by the secretary, and then applications shall be handed to the Membership Committee for completion, review and investigation.
4. At the March and September meetings all names shall be voted on separately by secret ballot. The results shall not be announced until all candidates have been voted on.
5. A majority no vote shall keep a candidate out.
6. After the vote, a form letter shall be sent to each prospective member in March and September explaining Kappa Kappa Sigma. The secretary and members of the Membership Committee shall make contact with the accepted list of prospective members and extend an invitation to become members of Kappa Kappa Sigma, Chi Chapter.
7. The secretary shall furnish material for the examination and give the exam to new pledges prior to initiation. The \$30.00 initiation fee shall be paid to the secretary at this time. The initiation fee shall be reviewed every three years.
8. The custodian will see that all Kappa Kappa Sigma material to be used in pledge and initiation ceremonies are at the meeting place. She will also order flowers for the initiation ceremony.
9. The vice-president shall order all literature from the Grand Registrar and membership pins for new members from the official jeweler.
10. Members wishing to change their status shall notify the secretary by letter, stating their reason. Any inactive or demitted member desiring to be reinstated shall notify the secretary. Refer to Article XIV, Sections 11 and 12.
11. The chapter shall not consider pledges for membership the year of their high school graduation.
12. A member of Chi Chapter wishing to become inactive should pay all dues in arrears, after which she shall submit a letter to the chapter, before October 1st, requesting inactive status. If she has paid her active dues of the current year in full, no refund will be given and on January 1st, she will owe inactive dues for the ensuing year.
13. An official membership pin shall be provided to each new member with the cost to be covered by the initiation fee. Upon the resignation or death of a Kappa Kappa Sigma member, the membership pin is to be returned to Kappa Kappa Sigma and the cost of the pin is to be reimbursed to the member/family.
14. Chi Chapter gives recognition to the Life member by paying their yearly dues, but she is to pay all fines and assessments. If all fees and assessments are not paid on October 31st of the current year, she shall automatically be placed on the inactive list of the directory for the coming year.

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ARTICLE IV

DUES

1. Active dues shall be \$15.00 annually.
2. Inactive dues shall be \$7.00 annually.

ARTICLE V

DELEGATES

1. Delegates to convention, installation of new chapters and Founder's Day shall be selected in the following manner: Each delegate shall be elected by secret ballot. Alternates shall be determined by the next highest number of votes. In case of a tie, another secret ballot will be cast.
2. Delegates must attend Founder's Day, installation of new chapters and business meetings at convention and report on said business meetings at the next monthly meeting.
3. The number of delegates to be selected shall be according to Article XI, Section 6 of the Grand Constitution, and one delegate for each ten active members in the chapter at the time of convention, up to the first thirty members.

ARTICLE VI

MISCELLANEOUS

1. Motions are made and carried by more than one half of members present.
2. Flowers may be sent to active members only in case of hospitalization and only to active members and their immediate family (husband and children) in case of death of an active Kappa Kappa Sigma member, the sorority shall send floral emblem or shield.
3. All bills, except those submitted by Grand Council, must be voted on each month and paid by the treasurer.
4. All funds must be deposited in the Owen County State Bank, Gosport branch.
5. Each active member must be present at inspection. In the event that a member is not present at inspection, the member has two options: (1) pay a \$15.00 fee or (2) choose to take a written test. The member MUST inform the president of the chapter two weeks before inspection if they choose to take the written test.
6. Any officer unable to attend a meeting must have her books and a pro tempore officer at the sorority meeting place with a detailed report of business to be transacted.

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7. In case of a death of an Alpha Omega member in Chi Chapter, the chapter is to send \$20.00 memorial in lieu of flowers, to a favorite charity of the deceased in her community. Alpha Omega will reimburse the chapter upon request. (Effective 1-28-1984)
8. The Kappa Kappa Sigma Sorority 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.
9. Upon the winding up and dissolution of the Kappa Kappa Sigma Sorority, after paying or adequately providing for the debts and obligations of the Kappa Kappa Sigma Sorority, the remaining assets shall be distributed evenly to all eight 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.
10. Fiscal year end for Kappa Kappa Sigma Sorority is December 31st of every year.

ARTICLE VII

COMMITTEES

1. The newly elected president shall meet with newly elected officers to appoint nine standing committees by the December meeting.
 - a. **Program Committee**
 - i. They shall meet before the January meeting to plan the following year program. At the January meeting the committee will distribute the written program for the following year's events.
 - ii. They shall arrange transportation when the regular meeting is not held at the Community Building.
 - iii. They shall be allowed a budget of \$150.00 per year.
 - iv. A member of the program committee will notify each month's hostesses, one week prior to the meeting, to remind them of their duty.
 - v. They shall plan at least two social outings for the sorority per year. These outings are separate from regularly scheduled meetings. One of these social outings may be the annual Christmas party.
 - vi. The committee chairman shall keep a notebook of record that must be updated each year and passed to the following year's committee chairman.
 - b. **Ways and Means Committee**
 - i. Whose duty is to plan and oversee money making projects.

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- ii. They shall keep a notebook of record that must be updated each year to be passed on to the following year's committee.
- iii. They shall provide an end of the year report that will include a critique of moneymaking projects and a financial summary.
- iv. They shall be responsible to keep an inventory of all items used in moneymaking projects. This inventory shall be updated each year and recorded in their notebook of record.
- v. They shall determine fine/penalty for active members for non-participation in moneymaking projects of the sorority. After each moneymaking project, a list shall be submitted to the treasurer of those to be fined and the fine will be added to their account.
- vi. Ways and Means chairman shall have a key to the storage unit and all ways and means items are to be stored in the building.

c. Project Committee

- i. Whose duty it shall be to investigate and present ideas for community and humanitarian projects to the membership. The majority of the members present shall approve all projects.
- ii. The committee chairman shall keep a notebook of record that must be updated each year to be passed on to the following year's committee chairman.
- iii. They shall provide a charity report that is due at the end of the year. This report shall include a list of all projects and amounts given for the previous year. This report shall be read at the January meeting.

d. Auditing Committee

- i. Whose duty it shall be to audit the books before the January and July meeting. They shall present the audit report at the January and July meetings.

e. Membership Committee

- i. Shall be composed of the secretary of the chapter plus two or more members.
- ii. Shall be responsible for getting an application to each active member before the February and August meeting.
- iii. Shall submit applications to the chapter at the February and August meeting for a vote in March and September. Applications are to be retained for two years.
- iv. This committee shall maintain a card file of persons who reject bids with the reason they state for rejecting the bid. Should prospective member reject a bid, her name will be required to be submitted and voted on before again being invited to join.

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- v. This committee shall review the possibility of any active, inactive or deceased members who have daughters eligible for membership in the sorority as a legacy. Chi Chapter elects to waive the secret ballot of legacies. (Grand Constitution, Article XIV, Section 2)
- vi. This committee shall take charge and plan all initiation duties for new members.

f. Scholarship Committee

- i. Whose duty it shall be to contact OVHS Guidance Department for Scholarship applications.
- ii. Scholarship committee must consist of at least three members and have no relationship to any of the scholarship applicants. If so, that member shall resign another member must be appointed so a conflict of interest does not occur.
- iii. The scholarship committee chairperson or designated person shall present the scholarship on Awards Night at OVHS.
- iv. The scholarship(s) shall be disbursed when the recipient provides proof of enrollment to school.
- v. A record must be maintained showing the recipients of scholarships, including names, address, amount of each scholarship, manner of selection, and relationship (if any) to officers or members.

g. Nominating Committee

- i. Whose duty it is to present a slate of officers for the upcoming year at the September meeting.
- ii. The slate of officers will be voted on at the October meeting.

h. Comfort Committee

- i. In life events of our active and inactive members and their families, this committee will help comfort and aid their physical and spiritual needs under the guidance of the current president.

i. Gift Committee

- i. The vice-president and treasurer shall constitute a gift committee.
- ii. Whose duty shall be to take care of gifts for the president, Grand Inspectress, Grand Council member from our chapter, etc.
- iii. The president's gift shall be the past president's gavel pin, unless she already has one, then a gift of like amount.

2. All Committees:

- a. No committee has power except that given to it by the sorority.
- b. No business of an appointed committee shall be legal without a majority of the committee members present.

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- c. Committee chairpersons will schedule regular meetings to conduct business as needed.
- d. The committee chairperson shall notify the president of scheduled meetings. It is suggested that committee meetings meet one half-hour before regular scheduled meetings.

3. Hostess:

- a. Whose duty shall be to provide refreshments, set up chairs and tables, unlock the community building, provide trash bags and removal of trash, adjust room temperature, and clean up as specified by the Community Building. The key to the Community Building will be returned to the president.
- b. If hostess or co-hostess is unable to have the meeting as scheduled, she shall first find a substitute. If she fails to find a substitute, she shall be fined \$10.00 and be responsible to serve as hostess at a later date per program committee's discretion. The money will go into the treasury for general use.

4. Amendments:

- a. To amend the by-laws of Chi Chapter of Kappa Kappa Sigma, the proposed amendment shall be presented a month prior to taking legal action upon same and shall be carried by two-thirds majority vote of members present.
- b. The by-laws shall be revised every three years by a committee appointed by the president.

Amended: March 2023

Shirley Burke

Kori Parrish