

KAPPA DELTA CHI CONSTITUTION

PREAMBLE

We the sisterhood of Kappa Delta Chi, do hereby ordain and establish this our National Constitution. May our endeavors and servitude be guided by our Lord and set forth precedence within our hearts.

ARTICLE I. NAME & PURPOSE

SECTION A. Name

The name of this organization is Kappa Delta Chi Sorority, Incorporated – here after referred to as Kappa Delta Chi.

SECTION B. Purpose

The purpose of Kappa Delta Chi shall be to promote the traditional values of Unity, Honesty, Integrity, and Leadership of its members. An organization dedicated to service for institutions of higher education and underrepresented communities with special emphasis on the Hispanic/Latino population; a servitude based on love and friendship.

ARTICLE II. EMBLEMS & INSIGNIA

SECTION A. Official Greek Symbols

1. The symbol of the sorority shall be the Greek letters Kappa, Delta, and Chi.
2. The meaning of the letters Kappa Delta Chi shall be known by all members of Kappa Delta Chi upon their Initiation into the sorority. They shall remain secret until Initiation, and only the Standards Officer may retain a written copy of the meaning in her records. The displaying and use of the Greek letters Kappa, Delta, and Chi is reserved for initiated members.

SECTION B. Official Colors

The official colors of Kappa Delta Chi Sorority are maroon and pink.

SECTION C. Official Flower

The official flower of Kappa Delta Chi Sorority is the pink rose.

SECTION D. Official Pin

The official pin of Kappa Delta Chi Sorority consists of the three Greek letters Kappa, Delta, and Chi in gold arranged diagonally.

SECTION E. Official Shield

The Standards Officer will retain a color copy of the official shield with its meaning explained in detail.

SECTION F. Official Mascot

The official mascot of Kappa Delta Chi Sorority is the penguin.

SECTION G. Official Jewel

The official jewel of Kappa Delta Chi is the Emerald.

SECTION H. Official National Philanthropy

The official national philanthropy is the American Cancer Society. Emphasis will be placed in Minority and Latino Outreach Efforts for the support of the Latino population's needs to include educational programs/scholarships and health awareness programs.

ARTICLE III. NATIONAL ORGANIZATION

SECTION A. National Board of Directors

1. The governing body of the National Organization shall be the National Board of Directors, which shall meet twice per year.
2. The Board of Directors will be responsible for the well being of the organization.
3. The Board of Directors will have Executive power of Kappa Delta Chi.
4. Two-thirds (2/3) of the Board of Directors shall constitute a quorum for the transaction of business.

SECTION B. National Cabinet

1. The National Cabinet shall be responsible for the administrative duties required for the operation of the National Organization.
2. Two-thirds (2/3) of the National Administrative Council shall constitute a quorum for the transaction of business.

SECTION C. National Leadership Conference

1. Chapters may bid to serve as official host for the National Leadership Conference.
2. Guidelines for selecting a host chapter are outlined in the Kappa Delta Chi Operations Manual.
3. The National Organization will pay travel expenses related to the National Leadership Conference for the National Administrative Council and Board of Directors in attendance.

ARTICLE IV. ENTITIES OF KAPPA DELTA CHI SORORITY, INC.

SECTION A. Board of Directors

1. The Board of Directors will be the governing body of the National Organization. They will oversee the long-term planning and strategic development of Kappa Delta Chi SorORITY, Inc. The Board will ensure that all entities of the sorORITY including, the National Cabinet and the National Alumnae Association are performing and fulfilling their duties as stated in their governing documents. They are entrusted with the overall well being of the organization.
2. The Board of Directors is composed of five Alumnae chosen at-large, the Vice Chair of Finance and the National President. The National President will represent the National Cabinet as a voting member. The members of the Board will select a Chair and Vice-Chair from among the at-large members and may solicit a maximum of two non-voting Ex-Officio board members as necessary.

3. National Board of Director positions (excluding Ex-Officio) are open to any Kappa Delta Chi Alumna in good standing.
 - A. Elected members must be present at the Conference except in extreme extenuating circumstances approved by a majority of the outgoing National Administrative Council.
 - B. Application requirements and procedures are outlined in the Kappa Delta Chi National Operations Manual.
4. The Board of Directors will adopt Articles of Operation as a tool to conduct business.
5. The Articles of Operation may not conflict with the National Constitution or policies.
6. Term and Authority
 - A. The term for the Board of Directors is three years. Elected members will take office at the close of the National Leadership Conference. The outgoing members will meet with the incoming members to transfer all materials and information immediately following the Conference.
 - B. The Board of Directors may question the actions of any individual or board as a whole in a formal proceeding.
 - C. All decisions and projects that affect the entire sorority must be accepted by a quorum vote of the eligible members of the Board of Directors.
 - D. In the event of a vacancy, the Board of Directors will make an appointment for the remainder of the term.
 - E. In the event the Chair of the Board of Directors is unable to fulfill her duties the chain of command is as follows: Vice Chair, Vice Chair of Finance.

SECTION B. National Cabinet

1. National Cabinet Qualifications
 - A. National Cabinet Officer positions are open to any Kappa Delta Chi Alumna or Honorary Member who has been actively involved a minimum of two semesters and held at least one chapter position (officer or committee chair), National Committee position and/or district position.
 - B. National Administrative Council positions are open to any Kappa Delta Chi Alumna or Honorary Member who has been "actively involved" for a minimum of four semesters. She must also have served as previous National Officer, with the exception of the VP of Fiscal Affairs who does not have this requirement. In addition, the President must be a past Vice-President.
 - C. Elected members must be present at the Conference except in extreme extenuating circumstances approved by a majority of the outgoing National Administrative Council.
 - D. All nominees must be in good standing and remain actively involved for the duration of their term.
 - E. Application requirements and procedures are outlined in the Kappa Delta Chi National Operations Manual.

2. National Administrative Council

A. *National Administrative Council Members and Qualifications*

The National Administrative Council members are the President, Vice President of Standards, Vice President of Collegiate Affairs, Vice President of Alumnae Affairs, Vice President of Fiscal Affairs, Vice President of Expansion, Vice President of Records, Vice President of Public Affairs, Vice President of Leadership Development, Vice President of Information Technology and Vice President of Recruitment and Intake.

B. *Duties of National Administrative Council Members*

- 1) The National President gives direction and leadership toward the achievement of the Sorority's mission, vision, strategy and annual goals and objectives. She is responsible for the development of the Sorority's strategic agenda in partnership with the Board of Directors. She oversees the daily operations of the organization and management of its resources. She serves as the official Sorority spokesperson and general representative to outside groups.
 - a) National Offices: She shall be responsible for the delegation and follow-through of all tasks to all Vice Presidents. She will be responsible for setting goals and coaching all Vice Presidents. She will create and maintain bi-annual performance reviews for each Vice President. She will provide verbal and written warnings for any violation of office duties of the Constitution by any National Cabinet member.
 - b) Ad Hoc Committees: The National President will establish Ad-Hoc Committees as necessary to facilitate national business.
- 2) The Vice President of Standards will serve as the Sorority's Standards Officer and will supervise the Risk Management Officer. She will Chair and oversee the Standards Committee and the Constitution & By-Laws Committee.
 - a) Standards Committee: Under the direction of the Vice President of Standards, the Standards Committee will ensure that the Sorority and its members are upholding the high standards upon which it was founded. The committee will be composed of a minimum of three and maximum of five members, including the Vice President of Standards.
 - b) Constitution and By-laws Committee: Under the direction of the Vice President of Standards, the Constitution/By-Laws Committee will be responsible for reviewing and interpreting all Kappa Delta Chi governing documents and making proposals for annual changes to such documents. The committee will be composed of a minimum of three members, including the Vice President of Standards.
 - i. The committee will maintain and disseminate revisions made to all governing documents.
- 3) The Vice President of Collegiate Affairs gives direction and leadership toward establishing clear strategic priorities and annual goals and objectives for the collegiate member segment, aligned with the Sorority's broader vision and strategic plan. She supervises the Chapter Development Officer, and Chapter Programming Officer.

- 4) The Vice President of Alumnae Affairs will act as an advocate for all alumnae member concerns and issues. She will be responsible for integrating alumnae into the organization. She will be responsible for seeking out resources available to alumnae members. She serves as the official Alumnae spokesperson.
 - a) NAA Committee - Under the direction of the Vice President of Alumnae Affairs, the NAA Committee will promote alumnae membership and engagement and address alumnae concerns and issues. The NAA Committee will also oversee and support the Alumnae Chapters, organized in districts similar to collegiate districts. The committee will be composed of the Vice President of Alumnae Affairs, Alumnae Chapter Development Officer, Graduate/Professional Member Education Officer, and the Alumnae Regional Chairs.
 - i. The National Alumnae Association will adopt Articles of Operation as a tool to conduct business. The Articles of Operation may not conflict with the National Constitution or policies.
 - ii. The National Administrative Council and/or Board of Directors reserve(s) the right to question the actions of the National Alumnae Association.
- 5) The Vice President of Fiscal Affairs organizes, manages, and reports the financial activity of the National Organization. She will also supervise the Assistant Treasurer.
- 6) The Vice President of Expansion will facilitate the transition of colonies into new chapters. She will supervise the External Recruitment Officer and the Charter Member Education Officer.
- 7) The Vice President of Records will be responsible for overseeing the general recording and maintenance of all Kappa Delta Chi information. She will supervise the Historian/Chaplain and the Membership Officer. She will also serve as the advisor of the membership committee, but will not have any voting privileges.
 - a) Sergeant-at-Arms- She will count votes, call role and handle all matters of absences at national meetings or events. At the National Leadership Conference she will serve as Sergeant-at-Arms.
 - b) Recording transactions - the outgoing Vice President will record, and distribute the minutes from the National Leadership Conference within 60 days of the National Leadership Conference.
- 8) The Vice President of Public Affairs develops, coordinates, and directs public relations activities for the sorority. She acts as the chief spokeswoman and articulates the message of Kappa Delta Chi & the National Administrative Council for the sorority. She will give direction and leadership to establish Marketing and communication strategies for the sorority. She will supervise the Communications Officer and will Chair the Marketing Committee. She will be ultimately responsible for any articles and/or press releases on behalf of Kappa Delta Chi Sorority.
 - a) The National Marketing Committee will research and copyright all sorority promotional materials. The committee develops ideas and opportunities for feature articles and other public relations activities that promote awareness of the sorority. They help coordinate public relations activities and promotional activities.

- 9) The Vice President of Leadership Development gives direction and leadership towards establishing training and developing programs for the annual sorority conferences. She supervises annual conference planning and bears final accountability for the organization and success of the annual conference. She oversees the training and development of women who desire to take a leadership role in the organization. She will supervise the Leadership Conference Officer and the Training and Development Officer.
- 10) The Vice President of Information Technology will be responsible for the daily operational management of all e-mail and the national communication systems. She will also be responsible for the continuous review of technological needs of the national organization and its entities and will work collaboratively with the Vice President of Public Affairs and the National Communications Officer on the maintenance and development of the national website.
- 11) The Vice President of Recruitment and Intake provides direction and leadership toward establishing clear strategic priorities, annual goals, and objectives for the recruitment of new members and for the graduate and undergraduate New Member Education processes, aligned with the Sorority's broader vision and strategic plan. She will supervise the New Member Education Officer and the Graduate Member Education Officer.

C. Term and Authority

- 1) The term for the National Administrative Council is two years. Elected members will take office at the close of the National Leadership Conference. The outgoing members will meet with the incoming members to transfer all materials and information immediately following the Conference.
- 2) The National Administrative Council may question the actions of an individual or chapter as a whole in a formal investigation.
- 3) The policies of the National Cabinet will be made available to all chapters within 60 days of the National Conference.
- 4) All decisions and projects that affect the entire sorority must be accepted by a quorum vote of the eligible members of the National Administrative Council.
- 5) In the event of a vacancy, the National Administrative Council will make an appointment for the remainder of the term.
- 6) In the event the National President is unable to fulfill her duties the chain of command is as follows: the National President, Vice President of Standards, Vice President of Fiscal Affairs, Vice President of Collegiate Affairs, Vice President of Alumnae Affairs, Vice President of Public Affairs, Vice President of Expansion, Vice President of Records, Vice President of Leadership Development, Vice President of Information Technology and Vice President of Recruitment and Intake.

3. National Cabinet Members

The National Cabinet positions are the Communications Officer, Leadership Conference Officer, Training and Development Officer, Historian/Chaplain, Chapter Development Officer, Alumnae Chapter Development Officer, Chapter Programming Officer, Membership Officer, New Member Education Officer, Graduate Member Education Officer, Assistant Treasurer, External Recruitment Officer, Charter Member Education Officer, and Risk Management Officer.

A. *Duties of National Cabinet Members*

- 1) The Communications Officer will oversee consistent standardized communication for the sorority. She is the Editor-in-chief for the national newsletter and will be in charge of monitoring chapter web pages and proposing national website updates and revisions. She is responsible for keeping an open line of communication with alumnae through emails and publications. She will report to the Vice President of Public Affairs.
- 2) The Leadership Conference Officer oversees the planning and coordination of the Annual Leadership Conference. She is accountable for research of all programming held in conjunction with the Annual Leadership Conference. She will oversee the Leadership Conference Committee.
 - a) The Leadership Conference Committee shall research opportunities for leadership training in conjunction with the Leadership Conference. Specific roles and duties of the Leadership Conference Committee are stated in the National Conference Committee Policy.
- 3) The Training and Development Officer is responsible for the co-creation and execution of the Kappa Delta Chi training strategy.
- 4) The Historian/Chaplain will keep official record of all historical events and projects at the national level. She coordinates the devotions, memorial service, and Ritual and Ceremonies at National Convention, and performs other duties as assigned by the National Council.
- 5) The Chapter Development Officer is responsible for assessing chapter needs and providing guidance to facilitate effective leadership and management skills of officers and members.
- 6) The Alumnae Chapter Development Officer is responsible for developing and supervising networking groups of alumnae centralized in a geographical area, whether it be a city or region. She will also assist in connecting alumnae chapters to collegiate chapters.
- 7) The Chapter Programming Officer is responsible for assessing chapter needs and providing the guidance to facilitate programming opportunities. Primary areas of focus will be philanthropy, academics, culture and social.
- 8) The Membership Officer is responsible for the maintenance of all membership information.
 - a) She will serve as the Chair and oversee the Membership Committee that is composed of the Membership Officer, one member from the National Alumnae Association, one member from the Collegiate Affairs division, and the Vice President of Records. The Vice President of Records will serve as the advisor of the Membership Committee, but will not have any voting privileges.
 - b) The Membership Committee will review applications for Early Alumna Status, Reinstatements, and Honorary Membership.
 - c) All decisions rendered by the Membership Committee may be appealed to the National Administrative Council through the Vice President of Records.
- 9) The New Member Education Officer is responsible for the national New Member education program and assisting the Vice President of Expansion with ensuring Charter members are taught the ideals of Kappa Delta Chi.

- 10) The Graduate Member Education Officer oversees the Graduate/Professional Member Intake Process and works to integrate the new sisters into the Organization post-Initiation. She supervises and supports the Active Alumnae serving as Graduate/Professional Member Educators.
- 11) The Assistant Treasurer is responsible for helping manage the finances for chapters and alumnae chapters and track fines at the National level.
- 12) The External Recruitment Officer is the primary point of contact for prospective interest groups and will facilitate those groups into colonies.
 - a) The External Recruitment Committee is responsible for researching opportunities for national expansion on strategically located campuses.
- 13) The Charter Member Education Officer will oversee the educational processes for all colonies from pinning to initiation.
- 14) The Risk Management Officer will ensure that the Sorority aims to provide the safest possible social atmosphere for its members and their guests, that the Sorority is practicing sound risk management procedures in order to minimize and control the National Organization's exposures and losses, will implement and maintain the National Risk Management Policy, oversees the Chapters' Risk Management Teams, and reports infractions, when necessary, to the Vice President of Standards.

B. Term and Authority

- 1) The term for National Cabinet members will be one year with the exception of the External Recruitment Officer, which will be for a two-year term. Elected National Cabinet members will take office at the close of the National Leadership Conference. Outgoing Cabinet members must meet with incoming members to transfer all information and material immediately following Conference.
- 2) They will provide policies to chapters by August first with the approval of their corresponding Vice President. They will be required to meet with the National Administrative Council at least twice a year either in person or by conference call and remain in monthly contact.
- 3) In the event of a vacancy, the National Administrative Council will make an appointment for the remainder of the term.
- 4) National Cabinet Members will have no official vote on national business.

4. District Chairs

A. District Chair Qualifications

The District Chair is responsible for the direction and supervision of the collegiate chapters in her region and guides collegiate advisers. She will work with the National Cabinet to ensure that the needs of our undergraduate members are being met. The Vice President of Collegiate Affairs and Chapter Development Officer will appoint District Chairs. In the case a decision cannot be made, the National Cabinet will be consulted.

- 1) An active, alumna, or honorary member who has been actively involved for at least two semesters and held a minimum of one chapter position (officer or committee chair) and/or National Committee position may apply for a district position.

- 2) All applicants must be in good standing and remain actively involved until the following appointment period.
- 3) Preference will be given to applicants residing in the regional area.
- 4) The Regional Areas are as follows:
 - a) Northwestern U.S. Region
 1. District 1
 2. District 2
 - b) Western U.S. Region
 1. District 3
 2. District 4
 - c) Mountain U.S. Region
 1. District 5
 - d) Southwestern U.S. Region
 1. District 6
 2. District 7
 - e) Central U.S. Region
 1. District 8
 2. District 9
 - f) North Texas Region
 1. District 10
 2. District 11
 - g) Central Texas Region
 1. District 12
 2. District 13
 - h) East Texas Region
 1. District 14
 - i) Texas Gulf Coast Region
 1. District 15
 - j) South Texas Region
 1. District 16
 - k) Midwestern U.S. Region
 1. District 17
 - l) Eastern U.S. Region
 1. District 18
- 5) In the event that a District is in need of a co-chair, applications will be solicited by the Chapter Development Officer.

B. Duties of District Chairs

- 1) Shall represent the needs of the district on the National Cabinet.
- 2) Shall chair and hold regional meetings and/or regional conferences. Regional conferences must place within 60 calendar days of the start of an academic term.
- 3) District Chairs shall hold chapter visits at respective chapter locations (at the District Chair's discretion).
- 4) Shall disseminate written information distributed by the National Cabinet to their respective regions.
- 5) Shall serve as an active resource/advisor/advocate for the undergraduate chapters within the district.

- 6) The District Chair will be the first point of contact for all chapters with questions regarding policy, standards issues, and general questions, excluding questions regarding new membership (which will continue to be answered by the New Member Education Officer) and the charter process (which will continue to be answered by the Vice President of Expansion).
- 7) The District Chairs will report directly to the Chapter Development Officer, and will contact her with any questions or concerns regarding her position.
- 8) All District Chairs are required to attend a mandatory training weekend facilitated by the Chapter Development Officer and the Vice President of Collegiate Affairs.
- 9) District Chairs will have no official vote on national business.

C. Term and Authority

The term for District Chairs will be one year. They will establish policies as they pertain to the District Chair duties and responsibilities and are enforceable by the National Cabinet should a violation occur. Policies will be presented to the National Administrative Council and passed with a 2/3 majority. In the event of a vacancy, the National Administrative Council will make an appointment for the remainder of the term.

5. Alumnae Regional Chairs

A. Alumnae Regional Chair Qualifications

The Alumnae Regional Chair is responsible for the direction and supervision of the Alumnae Chapters in her region. She will work with the Alumnae Chapter Development Officer to ensure that the needs of our alumnae members are being met. Alumnae Regional Chairs will be appointed by the Vice President of Alumnae Affairs and the Alumnae Chapter Development Officer. In the event that a decision cannot be reached, the National Cabinet will be consulted.

- 1) An active, alumna, or honorary member who has been actively involved for at least two semesters and held a minimum of one chapter position (officer or committee chair) and/or National Committee position may apply for a regional position.
- 2) All applicants must be in good standing and remain actively involved until the following appointment period.
- 3) Preference will be given to applicants residing in the regional area.
- 4) The Regional Areas are as follows:
 - a) Pacific Coast Region: Alaska, Washington, Oregon, California, Hawaii
 - b) Rocky Mountain Region: Montana, Idaho, Wyoming, Nevada, Utah, Colorado
 - c) Southwest Region: Arizona, New Mexico, Texas, Oklahoma
 - d) Midwest Region: N Dakota, S Dakota, Nebraska, Kansas, Minnesota, Iowa, Missouri, Wisconsin, Illinois, Michigan, Indiana, Ohio
 - e) Southeast Region: Arkansas, Louisiana, Mississippi, Kentucky, Tennessee, W Virginia, Virginia, N Carolina, S Carolina, Alabama, Georgia, Florida, Puerto Rico
 - f) Northeast Region: Maine, New Hampshire, Vermont, Massachusetts, Connecticut, Rhode Island, New York, Pennsylvania, New Jersey, Delaware, Maryland, DC

B. Duties of Alumnae Regional Chairs

- 1) Shall represent the needs of the region to the NAA Committee.
- 2) Provide monthly information to chapters in her region regarding national updates, regional updates and updates on local undergraduate chapters (should they exist in the region).
- 3) Provide information concerning regional and chapter projects and activities to the Communications Officer.
- 4) Provide quarterly newsletter/communication information to the Communications Officer.
- 5) The NAA Regional Chairs will report directly to the Alumnae Chapter Development Officer, and will contact her with any questions or concerns regarding her position.
- 6) Attend a webinar training facilitated by the Vice President of Alumnae Affairs and the Alumnae Chapter Development Officer.
- 7) Attend quarterly conference calls with the Alumnae Chapter Development Officer.
- 8) Submit monthly reports to the Alumnae Chapter Development Officer with news, updates, and concerns from her alumnae region and the alumnae chapters within it.

C. Term and Authority

The term for Alumnae Regional Chairs will be one year. They shall establish policies as they pertain to the Alumnae Regional Chair duties and responsibilities and are enforceable by the Alumnae Chapter Development Officer. If at any time an ARC fails to perform her duties as mentioned in the Constitution, she will be removed from her position by the ACDO at any point in time.

6. Checks and Balances

In emergency situations, all decisions concerning Kappa Delta Chi national governing documents that affect the entire sorority must be approved by a quorum of chapters in good standing and the National Administrative Council.

7. National Impeachment Procedure

In the event that a National Cabinet member has failed to fulfill her duties and/or has failed to represent the high ideals of Kappa Delta Chi, impeachment proceedings shall take place as follows:

- A. The National Standards Officer will notify the member in question that she is being brought up for impeachment.
- B. The National Standards Board will present a notification of impeachment proceedings to each established chapter.
- C. Within 21 days from the initiation of the impeachment, a hearing will convene in which the National Standards Committee, the member in question, and any witnesses called by the National Standards Committee and/or the member will attend.

- D. If a Vice President is impeached, each chapter will be notified, within five business days. The chain of command will be in effect until the next National Conference; otherwise an appointment will be made with the approval of the National Administrative Council and the Board of Directors.
- E. In the event that the member in question is the Vice President of Standards, she will appear before the National Administrative Council.
- F. In the event that the member in question is the President, she will appear before the Board of Directors.

ARTICLE V. CHAPTER ORGANIZATION AND STRUCTURE

SECTION A. Organizational Units

The organizational units of the sorority are its collegiate chapters, Graduate/Professional Chapter, and Alumnae Chapters.

SECTION B. Chapter Designations

1. College chapters shall bear the name of the letter of the Greek Alphabet in the order in which they occur; e.g. alpha, beta, gamma, etc.
2. When the use of single letters in the Greek Alphabet are exhausted, the first Greek letter Alpha, shall serve as a prefix e.g. Alpha-Alpha, Alpha-Beta; the next letter in order of occurrence becomes the next prefix e.g. Beta-Alpha, etc.
3. The Omega Chapter is reserved to honor our sisters who have passed on.
4. The Delta Alpha Chapter is designated for women who become members through the Graduate/Professional intake process.

SECTION C. Establishment of College Chapters

1. A chapter may be established at an accredited four-year institution of higher education.
2. Before a chapter is established they must go through the process of being a colony. Petitions concerning the establishment of a colony may be presented by any female college student at an accredited college, not by a member of Kappa Delta Chi.
3. Before a chapter is inducted, the National President must be informed along with the Presidents of every chapter already established.
4. A colony must be active for a semester, or as stipulated by the university, before they can become a chapter. During this time the colony must complete all requirements including but not limited to community service hours, study hours, hold weekly meetings, submit monthly reports to their District Chair and meet all national deadlines.
5. The Vice President of Expansion must inform all chapter Presidents of any newly established colonies.
6. New Chapters may be inducted during the summer.

SECTION D. Establishment of Alumnae Chapters

1. Alumnae Chapters

An Alumnae Chapter is an official entity recognized by Kappa Delta Chi Sorority, Inc. that thoughtfully and purposefully seeks to fulfill our organization's mission through philanthropic efforts and social endeavors. Alumnae Chapters are based on geographical location, not collegiate chapter membership.

2. Requirements for an Alumnae Chapter

- A. An Alumnae Chapter may be established anywhere there are two or more alumnae living in the same geographical area.
- B. The Alumnae Chapter must have a chapter President and Vice President, both who are Active alumnae of Kappa Delta Chi.
- C. All members of the chapter must be in good standing and have been approved by the national membership officer.
- D. The chapter must submit a petition form to the Alumnae Chapter Development Officer on an annual basis. Chapter Petition forms will be due July 1st and will be approved by the Vice President of Alumnae Affairs and the Alumnae Chapter Development Officer.
- E. Each Alumnae Chapter must host one monthly event, participate in at least one American Cancer Society Event and support any collegiate chapters in the respective area by attending events and mentoring undergraduate sisters.
- F. Each Alumnae Chapter will be required to submit a monthly report of their activities to their respective Alumnae Regional Chair.

SECTION E. Governing Documents

1. Each chapter shall adopt the National Constitution, By-Laws, policies and manuals, known as the organization's governing documents, as set forth by the parent body. The governing documents will be uploaded on an online database for all chapters and national entities to access by August 1.
2. Each chapter shall adopt By-Laws and chapter policies deemed necessary and appropriate for their chapter, providing they do not conflict in any of its provisions with national governing documents.
3. Local By-Laws, Officers and Committee Policies can be altered only at the beginning of each term and each chapter should submit them to their Respective District Chair within 30 calendar days of each term.
4. Each Chapter Standards Officer, New Member Educator, and all New Members will have a KDChi Book that must contain the Order of the KDChi Book and that is updated with the current semester's rosters, policies, and planned activities calendars. Notebook colors are as follows:
 - A. Actives/Honorary Members use a white notebook.
 - B. New Members/Charters use a black notebook. Refer to the "Description of the KDChi Book" for a comprehensive list of information to be kept in the New Member KDChi Book.

SECTION F. Chapter Status

1. Active: A fully functioning chapter that has met all national and university obligations.
 - A. Chapter/Colonies must maintain an active average chapter GPA of a 2.75 for each semester/term.
2. Extenuating Circumstances: A fully functioning chapter that is approved to only fulfill a set of minimum requirements set forth by the Vice President of Collegiate Affairs and the Chapter Development Officer.
3. Probation: A chapter that is fully functioning, but is not current on all national or university obligations. Once the obligations are met at the national or university level, the chapter will return to active status.
 - A. If a chapter's average GPA falls below a 2.75 they will be put on probation and will be required to obtain prior approval from the Chapter Development Officer to host external social events. They will be required to meet with the Collegiate Affairs team to come up with an academic plan.
4. Suspended: A chapter that has not met all national or university obligations on a reoccurring basis, or has shown disregard for following established procedures. The chapter will hold monthly business meetings, but no other functions, unless required by the university. Active members must complete their service hours.
5. Closed: A chapter with extreme violations will be closed for a period determined by the National Administrative Council and approved by the Board of Directors. The chapter will be required to re-charter with members who were not active at the time the chapter was closed.
6. Dormant: A chapter that has no active members at a university. If no members are active the next semester, the chapter will be required to re-charter.

SECTION G. National Organization Reimbursement

A chapter will be held responsible for reimbursing the National Organization for any transportation costs associated with chapter visits required to address disciplinary issues. Reimbursement payment plan will be created with the Vice President of Fiscal Affairs within two weeks from when the chapter visit occurs.

ARTICLE VI. MEMBERSHIP

SECTION A. Qualifications for Membership

1. Full-time undergraduate, graduate and professional school students enrolled at a university where a chapter is recognized.
2. Kappa Delta Chi will not accept any New Members who are first-term freshmen.
3. An eligible student attending a university that may not be able to sustain a chapter may rush with an established chapter within a reasonable distance of the university. The National Administrative Council will review the need for such instances and grant a ruling. She must satisfy all the requirements of new membership.
4. To be considered for membership through the Graduate/Professional Intake Process, a candidate must have graduated from a four-year institution of higher education.

5. Actives/New Members may have less than full-time status, if due to illness or other extenuating circumstances approved by the Executive Committee.
6. A cumulative grade point average of 2.5 or better throughout her involvement in Kappa Delta Chi. No rounding of grade point averages will be accepted.
7. A woman who will aspire and uphold the traditional values of Unity, Honesty, Integrity and Leadership. The student must also possess a positive attitude, high moral standards, a sense of responsibility, and respect for themselves and others.
8. A woman who has completed all the requirements of New Membership/Charter Membership and is in good standing.
 - A. Good standing is determined by the use of official Kappa Delta Chi documents and records. A member is in good standing if she abides by the Kappa Delta Chi Constitution, By-Laws, and policies and fulfills all other requirements set by her chapter.
9. New Members must have fulfilled all of the requirements of New Membership and have been accepted by a vote of the active members of the chapter present and voting at Mid-Review and Final Review. Additional information on the voting process for the new member program is included in the National New Member Education Manual.
 - A. Graduate New Members will be voted on by the Vice President of Alumnae Affairs, the Graduate Member Educator, and the Active Alumnae present and voting at Mid-Review and Final Review. Additional information on the voting process can be found in the Graduate/Professional Intake Manual.
10. A current member of a non-academic, non-professional or non-honorary sorority may not become a new member of Kappa Delta Chi or charter a Kappa Delta Chi Chapter.
11. A current member of Kappa Delta Chi will automatically be expelled if she joins a non-academic, non-professional, or non-honorary sorority.
12. Must complete all required hours of community service, study and fundraising.
13. Unofficial transcripts should be collected from actives, Inactives and early alumnae to check their progress at the university and to guarantee that they are on their way to graduation.

SECTION B. Classes of Membership

1. Active
 - A. All members will be required to submit a letter of intent and a copy of an official/unofficial cumulative G.P.A. verification and proof of enrollment. If a member does not submit a letter of intent and a copy of an official/unofficial cumulative G.P.A. verification and proof of enrollment, she will be suspended until all the documents are submitted. If all documents are not submitted by the third regular meeting of the semester/term, then the member will be considered mandated resigned.
 - B. For a member to remain active from one term to the next, she will be required to pay all past and current debts in full.
 - C. In the case of an active that immediately enters graduate school that does not have an existing Kappa Delta Chi chapter, will retain the option to remain Active at her undergraduate chapter, if the current university permits this type of membership.

- D. If an active for any reason is suspended for the semester or decides to go inactive and the letter of intent due date has passed, she will be responsible for paying the total amount of the dues for that term and other outstanding balances as well as fulfilling any obligations as stipulated by her Chapter By-laws. She must also submit an intent letter stating her reasons and length of time she will remain inactive.
- E. Each active member must complete a minimum of 10 hours of study hours per week every term.

2. Inactive

- A. *Voluntary*: If the decision is to go inactive, she must submit a letter to the Executive Committee of her chapter, stating reasons for and duration of inactivity by the second formal meeting.
- B. *Mandated*: If an Active Member does not meet the academic requirements of a 2.5 overall grade point average or better, she will be mandated inactive and must attend monitored chapter study hours. A Mandated Inactive whose grades did not meet the requirements during her probationary period of two semesters/three quarters will be Mandated Resigned and then considered for expulsion, unless due to extenuating circumstances to be determined by the Standards Committee.
- C. An active member will be allowed a maximum of two terms total of Inactive membership during her tenure. At this time the member will be asked to return as an Active or submit a letter of resignation. Should she require any additional terms of Voluntary Inactive membership, she must request it from the Executive Committee of her chapter.
- D. Dues will not be refunded to an Inactive Member.

3. New Member

A woman shall be accepted as a New Member if she meets all qualifications for membership. She will serve as an Active the semester following New Membership unless due to extenuating circumstances or mandated inactive.

- A. New Membership will last at least eight weeks and no longer than a term with the exception of Holdovers. This is a period of time in which the New Member shall get to know and understand the organization and its members. It is also a time for the organization to know its prospective member.
- B. Graduate/Professional New Membership will last at least five weeks but no longer than one calendar year; the timeline will be determined by the Graduate/Professional New Member and the Graduate Member Educator.
- C. *Holdover*: If a New Member cannot meet all of the requirements of the organization for New Membership due to circumstances beyond her control she may be held over to the next term, in this case the New Member Educator will meet with the Holdover to pick up her pin and binder, which will be returned when she resumes the process next semester. Dry process will resume when the next class is pinned as New Members. A Holdover is required to obtain formal signatures from those Actives, which were not acquired during New Membership, which include new Actives who she originally went through the New Membership process with. It is up to each chapter's discretion to decide what portion of New Membership needs to be repeated by a Holdover. A Holdover will be required to pay the equal amount of dues as the current New Member class.

- D. *De-New Member*: If a New Member has a problem that requires more of her time and she will not be able to complete the requirements during New Membership, she may choose to de-New Member and rush again another term. In the case that a New Member does not get the required vote at Mid-Review or Final-Review she will be de-New Membered. Dues will not be refunded to a De-New Member.
- E. *Expelled*: An expelled New Member has not met the requirements of New Membership. An expelled New Member cannot rush again. Dues will not be refunded to an Expelled New Member.
- F. *Neophyte*: The term neophyte is used to describe a New Member that has completed all requirements of New Membership. Neophytes should continue to wear their pins and abide by all New Member guidelines.

4. Alumnae

A. Early Alumnae

The Membership Committee will review all requests for Early Alumna status. The Membership Officer shall notify the applicant upon receipt of their request for Early Alumna status. A decision to the request must be given no more than 30 calendar days from a completed request. Only with the exception of extenuating circumstances may this deadline be missed at which time the Membership Officer shall notify the applicant of the status of the request.

- a. They have all privileges of active membership except that of voting.
- b. To be considered for Early Alumna status, the member must be in good standing at the time of her request.
- c. Once an Alumna of Kappa Delta Chi a member may not return to Active status, with the exception of Early Alumnae returning from Active Duty in the military that retain the option to return to Active status or maintain Early Alumna status until graduation.
- d. Early Alumna status may be granted by the Membership Committee upon written request for the following situations: an Active member will attend a professional school, she is required to leave her current university to fulfill her education, or due to extenuating circumstances. Members in the military will be granted Early Alumna status when asked to report to Active Duty. Upon return, they have the option to be reinstated as Active members or maintain Early Alumna status until graduation.
- e. A member must have been active at least one semester/quarter to apply for early alumna status.
- f. An Early Alumna has the option to pay dues through the National Alumnae Association, to be recognized as an Active Alumna, and will receive updates, newsletters, revised constitution etc from the NAA. She will be eligible to hold office at the chapter level, if no tenured active is available, and at the national level only if she was an actively involved member the previous semester.
- g. An Early Alumna may also be an "Inactive Alumna" and retain her status without continuing to actively participate. She will not receive unsolicited updates from Nationals and may not hold any offices within the sorority. Inactive Alumnae may purchase an updated copy of the constitution upon request. Requests should be made to their respective chapters.
- h. If an early Alumna does not graduate within four years of receiving alumna status, she will be stripped of her Alumna status and will be Mandated Resigned. If she graduates after four years of receiving alumna status, she may be reinstated as an Alumna. Requests for reinstatement must be made to the Membership Committee.

B. Alumnae

- a. They have all privileges of active membership except that of voting.
- b. Members who graduate in good standing from their respective university will automatically receive their Alumna status. Members have 90 days to submit the Alumna Information Form and proof of graduation to their Chapter Recording Secretary, or they will be Suspended per the National Operations Manual (Section 5.3).
- c. Once an Alumna of Kappa Delta Chi a member may not return to Active status.
- d. After graduating, a member of Kappa Delta Chi has 30 calendar days to pay all outstanding debts or make arrangements to do so with the Treasurer of her chapter. If these steps are not taken she may be expelled from the organization and steps will be made to collect the balance owed.
- e. A member must have been active at least one semester/term to apply for early alumna status or to receive Alumna status upon graduation. If a member graduates without being active at least one semester/term, then that member will be automatically expelled from Kappa Delta Chi. If that member is expelled, then she may later ask to be reinstated back into Kappa Delta Chi by following the Reinstatement Process outlined in the National Standards Manual, and submit the application to the Membership Committee.
- f. An Active Alumna has paid dues through the National Alumnae Association and will receive updates, newsletters, revised constitution etc from the NAA. She will be eligible to hold office at the chapter level, if no tenured active is available, and at the national level only if she was an actively involved member the previous semester.
- g. An Alumna may also be an "Inactive Alumna" and retain her status without continuing to actively participate. She will not receive unsolicited updates from Nationals and may not hold any offices within the sorority. Inactive Alumnae may purchase an updated copy of the constitution upon request. Requests should be made to their respective chapters.

5. Advisor

They have all the privileges of active membership except that of voting.

- A. The Vice President of Collegiate Affairs shall ensure that guidelines for selecting an advisor are followed by the chapter and that the advisor follows the list of duties.
- B. An alumna of Kappa Delta Chi must pay annual dues to the NAA in order to serve as an advisor.
- C. *Faculty / Staff*
There must be at least one Faculty/Staff Advisor for each chapter elected by a quorum vote. An active alumna of Kappa Delta Chi may not serve as a Faculty/Staff Advisor, unless due to extenuating circumstances at which point the chapter must contact the Vice President of Collegiate Affairs for approval.
- D. *Community*
There may be a minimum of one Community Advisor outside of the university (i.e. works in the private or public sector) for each chapter who meets with the quorum approval of the chapter's active members and the other current Advisors. His/Her term will depend on the continued support of the chapter. An alumna of Kappa Delta Chi may not serve as a Community Advisor.

E. *Alumna*

A chapter cannot have more than four Alumnae Advisors. They must be nominated by the active membership and elected by a quorum vote. The Alumna Advisor receiving the most votes shall represent the chapter when necessary. The term will be for one year. She may be elected for more than one term.

F. *Graduate*

The Graduate Student Advisor shall be nominated by active members of her chapter, and elected by a quorum vote. She shall counsel and advise on matters that the chapter sees fit. The Graduate Student Advisor's duties will cease upon her completion of her education at the university.

6. Honorary

A. Honorary members are those individuals that Kappa Delta Chi recognizes for their service to the Hispanic community, local college or university, or local undergraduate or alumnae Chapter. Honorary membership cannot be granted to an individual who has previously completed New Membership. Honorary members may be nominated by a Chapter, the National Administrative Council, the Board of Directors, or the National Alumnae Association Committee.

B. Honorary members may wear any Kappa Delta Chi paraphernalia and attend internal events when invited.

C. Female Honorary members may elect to participate and complete Graduate/Professional New Membership.

D. In order for Kappa Delta Chi Chapters, National Administrative Council, Board of Directors or the National Alumnae Association Committee to nominate individuals for Honorary Status, the following procedures will be followed:

1) Person nominating individual will complete the Honorary Membership Application Form. Only members in good standing may submit a nomination form.

2) The form is to be submitted to the Membership Committee.

3) Only complete forms will be reviewed.

4) Forms submitted to the Membership Committee will be reviewed and voted on and individuals will be granted honorary membership if they receive a quorum vote of approval.

5) All honorary members will be offered induction as an honorary member. The induction will consist of a presentation of the official pin, shirt and membership certificate.

6) Honorary members nominated by the National Administrative Council and the Board of Directors will be recognized and inducted at the annual leadership conference banquet. Inducted honorary membership will be offered an all expense paid trip to attend the event. No more than two honorary members will be inducted by the National Administrative Council and Board of Directors each year.

E. At the undergraduate chapter level, an Honorary member can only serve as Community or Faculty/Staff Advisor. She may be extended participation on any National Committee or ad-hoc committees by the respective committee chair, and a position on the Board of Directors as an Ex-Officio member. An Honorary member holding a National Cabinet position must pay national dues.

7. Resigned

A. *Mandatory*: A Mandated Inactive whose grades did not meet the requirements during her probationary period is then considered Mandated Resigned. A Mandated Resigned member has a two-semester limit. After this limit the Standards Officer will begin expulsion proceeding, unless due to extenuating circumstances.

B. *Voluntary*: If a member chooses to disassociate herself with Kappa Delta Chi, she must submit a letter of resignation to her local chapter. A voluntarily resigned member has no reinstatement privileges, unless due to extreme extenuating circumstances.

8. Suspended

A member may be suspended for violation of Kappa Delta Chi policy for a disciplinary period of time determined by the Standards Committee. The member may appeal to the Executive Committee of her chapter. A member who, for any reason, is suspended from her chapter, shall refrain from participating in and/or attending any internal Kappa Delta Chi affiliated events. She must forfeit her right to display Kappa Delta Chi paraphernalia.

9. Expelled

A member may be expelled for an extreme and/or reoccurring violation of current Kappa Delta Chi policy. Expulsion proceedings shall be initiated by the Standards Committee and presented to the active body by the Executive Committee for a $\frac{3}{4}$ vote of the active body voting at a regular meeting.

A. Any member who graduates from their respective university mandated resigned will be automatically expelled from Kappa Delta Chi.

10. Transferred

In the event that a member of Kappa Delta Chi transfers to another university with an established chapter, she will need to fulfill the requirements of an Inactive, as well as have her standing with her previous chapter verified in order to be reinstated. She will also be required to take an exam over the history of the new chapter that she will be reinstated at. The record at the member's chapter of origin will reflect their status as Transferred to (new chapter). The record at the new chapter will reflect her status as an active, inactive, etc., in accordance with constitutional classifications. A member of Kappa Delta Chi that transfers to another university where a Kappa Delta Chi chapter does not exist can be part of the charter process as long as she was in good standing with her previous chapter at the time of transfer.

11. Charter

A woman shall be accepted as a Charter member if she meets all qualifications for membership. She will serve as an Active member the semester following her charter process unless due to extenuating circumstances or Mandated Inactive. A Mandated Resigned or Alumna member who is attending a university where there is no Kappa Delta Chi chapter can be a Charter member (which requires a minimum of 7 women and approval by the board) as long as she is in good standing, per standards and with her former chapter. She must meet all the requirements of charter membership.

- A. The Charter Process will last at least eight weeks from becoming an official Colony to the time Inducted as an official chapter. This is a period of time in which the Charter Member shall get to know and understand the organization and its members. It is also a time for the organization to know its prospective member.
- B. *De-Charter*: If a Charter Member has a problem that requires more of her time and she will not be able to complete the requirements during her Charter Membership, she may choose to de-Charter and rush again another term. Dues will not be refunded to a De-Charter member.
- C. *Expelled*: An expelled Charter Member has not met the requirements of Charter Membership and shows no intentions of doing so. An expelled Charter Member cannot rush again. Dues will not be refunded to an Expelled Charter member.

SECTION C. Loss of Privileges

- 1. A member who fails to attend three mandatory events, recorded as unexcused absences, will be suspended for a time period determined by the Standards Committee. The member is required to meet all financial obligations.
- 2. Voluntary resigned, mandated resigned, and expelled members of Kappa Delta Chi must forfeit her right to wear or display any Kappa Delta Chi paraphernalia.
- 3. Voluntary resigned, expelled and De-New Membered members must return all Kappa Delta Chi materials given to her including: pins, KDChi book, KDChi shirt, delta board, etc.

ARTICLE VII. CHAPTER OFFICES

SECTION A. Officers and Qualifications

All Active members of Kappa Delta Chi are eligible to become Officers of their chapter after completing one term of active membership, and if they are in good standing as defined by their chapter policies and/or by-laws. Active members of Kappa Delta Chi can become Officers before they have completed one term of Active membership if there are any vacancies; however, these Active members may not hold the Officer positions of President, Vice-President, Treasurer, Standards, and New Member Educator. Active Alumnae may run for chapter offices if there are no tenured or new Actives available. An Alumna holding office will be held to the same responsibilities of an active officer. All officer positions must be filled every term unless due to extenuating circumstances as determined by the National Administrative Council. The Officers are the President, Vice-President, Standards, Service Officer, New Member Educator, Treasurer, Recording Secretary, Corresponding Secretary, Sergeant-at-Arms, Historian/Chaplain, and Council Delegate

SECTION B. Time & Method of Election

The officers of the chapter shall be elected for a term or for an entire year as decided by the chapter. All officers must be elected by April 10th for the upcoming semester or term. Nominations shall be submitted to the Executive Committee one week prior to elections. The active body may also submit names on the day of elections. Officers shall take office at the last regular meeting of the term. Officers will be elected by a majority vote of those active members present at an official meeting.

SECTION C. Vacancies

Vacancies occurring in any office shall be filled during an election at the first regular meeting after the resignation was announced, with the exception of the Presidency. In that case the Vice-President will assume the Presidency with the majority approval of the Executive Committee.

SECTION D. Duties of Officers

1. The President will act as presiding officer, supervisor of all projects, and be the official representative of her chapter. The President of each chapter shall not vote on any matters, with the exception of a tie and officer elections. She will report monthly to the District Chair to promote communication. It will be her responsibility to supervise the Executive Committee to ensure they are fulfilling their duties. The President cannot concurrently hold the chapter Standards Officer position.
2. The Vice-President, with the approval of the Executive Committee, will determine standing Committee chairpersons and assign Committee membership. The Vice-President has the authority to assume the Presidency for due reason, with a majority approval of the Executive Committee.
3. Standards will be in charge of a committee to uphold high Standards and bring about corrections. She shall be responsible for keeping the Constitution up-to-date with regard to any amendments and By-Laws, and for informing the general body of changes in official policies and guidelines of Kappa Delta Chi. The National Standards Officer will provide guidance on Standards issues.
4. The Service Officer will organize and implement service projects for the campus and community. She will also maintain record of all hours and service files.
5. The New Member Educator will plan and administer a New Member Program that will teach the New Members the ideals and Standards of Kappa Delta Chi. The New Member Educator must have served a minimum of one semester as a New Member Educator Assistant. In extenuating circumstances, a member who has not previously served as an assistant may be approved by the New Member Education Officer. All New Member Educators will maintain monthly communication with the New Member Education Officer.
6. The Treasurer will keep accurate records of all receipts and expenses of the chapter and make weekly financial reports at the beginning of each meeting. The Treasurer will prepare a schedule of payments for that term, as well as prepare a proposed budget for the approval of the chapter's voting body. She shall also keep an accurate record of the sorority's inventory. She will also be responsible for chapter tax issues. She will be responsible for paying all national dues on time.
7. The Recording Secretary will record all the proceedings and transactions of the chapter. She shall also be responsible for keeping membership files and rosters up to date. She will send a roster each semester in the format and by the deadline stipulated in the Vice President of Records policy. She will be responsible for distributing and collecting letters of intent.
8. The Corresponding Secretary will be responsible for all correspondence including a monthly newsletter, with Inactives, Alumnae, other chapters, prospective chapters, the Four Founders, and the National Administrative Council.
9. The Sergeant-at-Arms will be responsible for counting votes, calling roll and handling all matters of absences at meetings and other chapter activities. She shall also be responsible for maintaining order according to Robert's Rules of Order Newly Revised. She will also be responsible for collecting all fines.
10. The Historian/Chaplain will keep an official record of all transactions and projects (scrapbooks, fundraising projects, rush, and committees) and will also be in charge of arrangements for pictures of the chapter in their university yearbook. She shall also be responsible for devotionals as stipulated in the National Historian/Chaplain policy. She is responsible for the ordering and purchasing of the chapters' pins.

11. Council Delegate will be responsible for acting as a liaison between her chapter and a council. The office of Council Delegate shall only be included if a council recognizes a chapter.
12. In the event that the President of the chapter is unable to fulfill her duties as President, the chain of command is as follows: President, Vice-President, Standards, Service Officer, New Member Educator, Treasurer, Recording Secretary, Corresponding Secretary, Sergeant-at-Arms, Historian/Chaplain, and Council Delegate.

SECTION E. Impeachment of Officers

Three-fourths (3/4) of the Executive Committee is needed to present a recommendation for impeachment to the chapter at a regular meeting for due cause. The Executive Committee must notify the officer in question no less than 72 hours before the next regular meeting. At the next regular meeting, a vote of three-fourths (3/4) of the active body shall be required to impeach an officer of the chapter. The officer involved will be allowed to speak on her behalf before the chapter at the same meeting that the Executive Committee presents the recommendation for impeachment.

ARTICLE VIII. MEETINGS

SECTION A. Executive

The Executive Committee shall meet weekly at a specified time and day during fall and spring terms. The Executive Committee of each chapter will be allowed to decide on situations not already accounted for in the Constitution, By-Laws, and/or amendments, by quorum vote provided that the decisions of that Committee do not conflict with the Constitution, By-Laws, and/or amendments in any way. They will determine what constitutes "extenuating circumstances."

SECTION B. Regular

The chapter shall meet weekly during fall and spring terms, at a time to be announced and agreed upon at general meetings.

SECTION C. Special

The President shall call special meetings when deemed necessary and shall follow all regular meeting procedures.

SECTION D. Quorum

Meetings shall only be held if quorum is present unless due to extenuating circumstances, but no official voting may be conducted.

ARTICLE IX. STANDING COMMITTEES

SECTION A. Executive

The purpose of the Executive Committee shall be to act as a coordinating body. Any general business concerning the meeting shall be presented through the Executive Committee for subsequent presentation to the chapter members. The Executive Committee shall consist of the Officers of the chapter. They shall decide the policy for special events and instances in which New Members may vote. They shall also be in charge of informing the active body of different activities other organizations are involved in. The Committee shall also organize and implement various activities and projects in which Kappa Delta Chi and other organizations may partake.

SECTION B. Standards

The standards Committee will consist of the Standards Officer and her selected Committee (one Active, one Executive member, and one Advisor). The Committee will assist Standards in carrying out her duties regarding corrections.

SECTION C. Special Projects

The Special Projects Committee is in charge of special events (guest speakers at meetings and other activities as assigned).

SECTION D. Social

The Social Committee is responsible for social functions, assisting in Initiation proceedings and being of service for various other activities during the year.

SECTION E. Publicity

The Publicity Committee will be responsible for the distribution of a monthly calendar, publicizing events (via radio, media, and poster), forming a phone Committee, ordering Kappa Delta Chi paraphernalia, and ordering plaques and awards.

SECTION F. Academic

The Academic Committee is responsible for developing academic programs to benefit Kappa Delta Chi members. These programs may consist of keeping test files, forming study halls, arranging study skills sessions, keeping academic files and gathering scholarship information for the chapter. They will also monitor the chapter's study hours.

SECTION G. Expansion

The Expansion Committee is responsible for aiding the Corresponding Secretary in contacting other universities for interest in our organization. They will assist with on-campus recruiting, i.e. rush events.

SECTION H. Fundraising

The Fundraising Committee shall be responsible for raising money for sorority events such as, banquet by having car washes, food sales, etc. Fundraising may be limited based on regulations set forth by the Internal Revenue Service.

SECTION I. Alumna Relations

The Alumnae Relations Committee shall be responsible for encouraging Alumna status, maintaining communication with Alumnae and keeping communication open between the chapter and the National Alumnae Association. They shall also help keep Alumnae information updated.

ARTICLE X. PARLIMENTARY AUTHORITY

During official business transactions parliamentary procedure, according to *Robert's Rule of Order Newly Revised* shall be followed.

ARTICLE XI. AMENDMENTS

SECTION A. Proposals for Amendments

1. Only undergraduate and alumnae chapters, the National Cabinet and the National Board of Directors may submit proposed changes to the National Constitution and By-Laws Committee.

SECTION B. Adoption of Amendments

1. Adoption of amendments to the National Constitution and By-Laws shall require a quorum vote of the National Administrative Council upon recommendation of the Constitution and By-Laws Committee.
2. All amendments to the National Constitution shall be set forth as stipulated effective the fall semester/term.
3. Failed amendments may be appealed to the Board of Directors by a 2/3 vote of the undergraduate/Alumnae chapters and with substantiated evidence as determined by the Board of Directors.

SECTION C. Adoption of Chapter By-Laws and Chapter Policies

1. Adoption of amendments to the chapter by-laws and chapter policies shall require a quorum vote of the active body. A quorum vote is required to amend chapter by-laws, as well as to repeal or rescind the chapter by-laws.
2. All amendments adopted shall be set forth as stipulated effective that semester.
3. Only proposals submitted in the proper manner and time limit stipulated in the Constitution shall be considered.

Kappa Delta Chi National By-Laws

- 1) A chapter must retain a minimum of \$65.00 for Active dues and \$85.00 for New Member dues per term.
- 2) Each chapter is responsible for paying a \$45.00 membership fee and a \$30.00 insurance/legal assessment per semester, per Active and New Member. The \$45 membership fee is allocated as follows: \$30 for general operating expenses, \$5 for expansion, \$5 for marketing, and \$5 for technology/communications services.
- 3) Active & New Member dues and rosters should be postmarked by the first of November for the fall term and the first of April for the spring term, addressed to the Vice President of Fiscal Affairs.
- 4) Dues for Graduate/Professional New Members will amount to \$400: \$100 application fee, \$100 at Pinning, \$100 at Mid-Review, and \$100 at Final Review.
- 5) New Member and charter programs may only be conducted during the summer break with unanimous approval from the National Administrative Council.
- 6) Only individuals directly associated with Kappa Delta Chi may wear the Greek letters of the organization. Exception: The wearing of the Kappa Delta Chi letters when linked to an event's paraphernalia.
- 7) If any chapter/colony is brought up for violation by their university or other institution they must notify the National Administrative Council via the Vice President of Standards within 5 working days or the chapter/colony will be suspended.
- 8) In the event that a chapter/colony has violated a standards issue, the Vice President of Standards will contact the president and standards officer of that chapter/colony within five days of the violation.
- 9) All deadline dates mentioned are in reference to their postmarked dates.
- 10) Each chapter will belong to a district in order to increase support and sisterhood for the chapters.
- 11) Due to university regulations changing on an annual basis, the National Administrative Council reserves the right to change any National Governing document in order to fulfill requirements as stipulated by various university systems, in order for Kappa Delta Chi to remain in good standing with the university or to establish a new chapter on that university campus. All changes will affect only universities in question.
- 12) Kappa Delta Chi Sorority, Inc. does not discriminate against any member, potential member or business partner based on race, handicap, ethnicity, sexual orientation, religion or age.
- 13) The following will be used for marketing and fundraising purposes:
Mission Statement
Kappa Delta Chi Sorority, Inc. is a Latina-founded, 501 c 7, national sorority that fosters professional development, academics and lifelong learning, and higher education degree attainment; an organization dedicated to community service to institutions of higher education and the community with an emphasis on the Hispanic/Latino population.
- 14) The Kappa Delta Chi Sorority shield must not be reproduced or used under any conditions without the written permission of the Kappa Delta Chi National Administrative Council. Reproduction without permission is a legal infringement and the violator is subject to prosecution.

- 15) A Kappa Delta Chi Sorority member in good standing may only hold one office within a national board at any given time.
- 16) Board of Director members cannot hold concurrent positions on the National Administrative Council, excluding the National President
- 17) Annual national dues will be reduced by half (50%) for any Active/ Alumna serving on the National Cabinet (includes District Chairs) or Board of Directors.
- 18) Annual national dues will be reduced by 50% for any college/ university graduate sisters in their first year post-graduation.
- 19) Annual dues will be reduced by 50% for any alumnae sisters in graduate/ professional school.
- 20) Chapters must send at least one representative to conference each year. If a representative is not sent on behalf of the chapter, the chapter will receive a \$500 fine.