

BYLAWS
FOR SIGMA KAPPA CHAPTER
OF KAPPA DELTA SORORITY
Revised, November 15, 2016

Article I. - Name and Residence

Section A. The name of this organization shall be Sigma Kappa chapter of Kappa Delta Sorority, Inc.; so named on April 29, 1927 at The Ohio State University.

Section B. The official residence shall be 116 E 15th Ave, Columbus, OH 43201. The official mailing address shall be 116 East 15th Avenue, Columbus, OH 43201.

Article II. - Purpose and Object

The object of Sigma Kappa chapter is to further the purposes and objects of the national Kappa Delta Sorority, Inc.

Article III. - Membership

Section A. Any female matriculate of The Ohio State University shall be eligible for pledging Sigma Kappa chapter of Kappa Delta Sorority if she meets Panhellenic, chapter and national Kappa Delta requirements. A potential new member who is pledging after high school must have 2.85 cumulative GPA. A potential new member who is pledging after at least one term completed at the university level must have 2.85 cumulative GPA. If the potential new member is a transfer student, Sigma Kappa chapter must check with the college or university from which she is transferring to determine her eligibility.

Section B. The membership recruitment procedures Sigma Kappa chapter are in accordance with The Ohio State University Panhellenic Council and the National Panhellenic Conference.

Section C. The reasons to cast a negative vote shall be the same as those listed in the most current edition of the *Chapter Officers' Handbook* and/or

Vice President-Membership Manual of Kappa Delta Sorority.

Section D. During the formal recruitment period, Sigma Kappa chapter will follow the Spreadsheet Membership Selection System. *NOTE: The chapter services coordinator (CSC) will delete the paragraph below describing the type of MSS the chapter does NOT utilize.*

Discussion MSS: During the formal recruitment period, a 90% vote of members present and in good standing is required to release a potential new member from the party invitation list prior to the final preferential membership selection session. Permission must be received from the collegiate membership director (CMD) to release a legacy at any time during recruitment.

Spreadsheet MSS: During the formal recruitment period, an invitation list equal to the number of invitations allowed by the Release Figure Method (RFM) of top scoring potential new members shall be submitted for any invitational round. RFM chapters must invite the RFM-required amount of potential new members. Chapters must have the permission of the collegiate membership director (CMD) to deviate from what the RFM requires. Permission must be received from the CMD to release a legacy at any time during recruitment.

Section E. During formal recruitment, bids are distributed by officers designated by the college Panhellenic. During informal /COB recruitment, bids are delivered by the VP-membership or her designee.

Section F. The new-member education program of the chapter shall be organized and conducted by the vice president-member education (VP-ME) according to the *Chapter Officers' Handbook* and the *Vice President-Member Education Manual*. Other materials to be used in the new member program shall be determined by national Kappa Delta. New-member stages shall be held each week, at a time and location agreed upon by the VP-ME, the new members and the chapter advisory board (CAB).

- Section G. The requirements for initiation shall be those determined by national Kappa Delta and found in the most current *Chapter Officers' Handbook*.
- Section H. The requirement for academic good standing for initiated members of Sigma Kappa chapter is a 2.85 per term.
- Section I. A transfer member is a Kappa Delta who has changed her chapter affiliation from one in which she was initiated to a chapter on another campus. In order to become a fully accredited chapter member, a Kappa Delta transferring to Sigma Kappa chapter must meet those conditions outlined in the current *Chapter Officers' Handbook* and the following: a two-thirds affirmative vote of the members present and in good standing within the first month of enrolment at a formal chapter meeting, unless otherwise noted by National Kappa Delta. A special ceremony for the new Sigma Kappa members shall be held at the chapter following the vote on affiliates. An affiliate member must be voted on before she is permitted to live in the chapter facility.
- Section J. The *National Bylaws* of Kappa Delta Sorority recognize only one type of chapter membership, that of a fully participating member. However, in certain emergency cases where a chapter member, through no fault of her own, finds it impossible to be a fully participating member for a limited time, special provisions named Emergency Financial Member Status and Inactive Member Status exist. Refer to the current *Chapter Officers' Handbook* for all details pertaining to these two special statuses.
- Section K. Refer to the current *Chapter Officers' Handbook* for details pertaining to this status Fifth-Year Status Members.

Article IV. - Finances

- Section A. Chapter dues and assessments shall be determined in accordance with the chapter's

annual budget for the following fiscal year and will be approved by the chapter as part of the budget process. Additional assessments may be approved by a vote of the majority of the members in good standing who are present for the vote.

Section B. The chapter will charge members separately for national fees on behalf of National Kappa Delta. All annual national collegiate dues and their payment deadlines shall be set by the National Council. All national fee amounts and deadlines for the fiscal year are communicated to the chapter council annually.

Section C. Chapter dues will be invoiced per semester. The date dues are invoiced is: the first of each month and they are due: no later than the 15th of each month.

Section D. All new members are required to pay a facility fee. The amount per new member will be included in the annual chapter budget for the upcoming fiscal year, approved by the chapter as part of the budget process and communicated to new members upon joining. Permission for the facility fee amount to be changed must be approved in writing by the director of chapter housing.

Facility fee/house note funds are deposited in a separate account at Key Bank controlled by the Sigma Kappa House Corporation of Kappa Delta Sorority. *NOTE: If your chapter does not have a house corporation, insert "Do NOT HAVE A HOUSE CORPORATION" in place of a financial institution. Chapter services coordinator (CSC) will delete the previous statement if your chapter does not have a house corporation. If there is no house corporation, Facility fee/house note funds are required to be deposited with the Chapter House Fund at National Headquarters.*

Facility fee/house note funds are deposited with the Chapter House Fund at National Headquarters. *NOTE: Chapter services coordinator (CSC) will delete the previous sentence if your chapter has a house corporation with financial control over the house note funds.*

Section E. At their discretion, the chapter may levy additional fines to members though a vote of the majority of the members in good standing who are present for the vote.

Section F. Each Kappa Delta chapter is required to participate in the Kappa Delta Magazine Agency sales program. Each new and initiated member of responsible for selling the amount noted in the annual chapter budget worth of magazine subscriptions. Members who fail to meet the minimum sales goal will be billed by the chapter treasury for the unsold portion of their goal.

Section G. Every initiated and new member shall pay a minimum contribution to the Kappa Delta Foundation. This contribution, its amount and due date to national Kappa Delta is published annually by National Headquarters.

Section H. The university Panhellenic may choose to charge local Panhellenic dues to the chapter. The amount and due date will be included in the annual chapter budget.

Article V. - Officers

Section A. Nomination and election procedures are those stated in the current *Chapter Officers' Handbook*.

Section B. Chapter elections shall be held the first or second Monday in November.

Section C. The elected officers of the chapter council and their duties shall be those so stated in the current *Chapter Officers' Handbook*. Council meetings shall be held each week, at a time and location agreed upon by the council members. Minutes shall be kept by the secretary.

Section D. Each elected officer shall have a copy of the current chapter bylaws and current chapter budget in her procedure notebook.

Section E. The appointed officers and their duties shall be those listed in the current *Chapter*

Officers' Handbook. Additional appointed officers unique to your chapter should be: Assistant Member Education, Assistant Membership Chair, Sisterhood Chair, Points Chair, Social Media Chair, Philanthropy Assistant, Buckeyethon Coordinator, Banner Chair, Parents/Siblings Chair, Senior Chair(s), Senior Project Chair, Date Party/Formal Chair, Apparel Chair, Composite Chair, and Dance Team Captain(s). Their duties shall be clearly defined and included in their procedure notebook.

Article VI. - Meeting

Section A. Chapter meeting shall be held in the chapter room on Monday of each week at 6:00 PM. At least one meeting per calendar month and the first meeting of each term shall be a formal ritual chapter meeting; however, if there is only one chapter meeting scheduled during a calendar month, a formal ritual meeting is not required. All educational, PACE and Chapter Select meetings shall utilize the Informal Meeting Order and may take place at an alternative time and/or place from the regularly scheduled chapter meeting. The educational topics and PACE meetings requirements shall be communicated to the chapter annually.

Section B. The quorum to conduct business shall be set at two-thirds of initiated members and new members in good standing who are present. Only the initiated members may vote in membership selection sessions and in chapter officer elections.

Article VII. - Discipline

Chapter members are bound to uphold university rulings, sorority rulings special to The Ohio State University, Kappa Delta Sorority, Inc. rulings and self-governing rules.

Article VIII. - Penalties

Section A. Good standing of members and a chapter is that determined by the guidelines outlined in the current *Chapter Officers' Handbook*.

Article IX. - Standards Board

Section A. The membership and duties of the standards board, how they are elected and the term of office shall be that as outlined in the current *Chapter Officers' Handbook*.

Article X. - Convention Delegate and/or National Collegiate Training Academy Delegates

The National Convention delegate and/or National Collegiate Training Academy attendees shall be established by the national organization and as outlined in the *Chapter Officers' Handbook*.

Article XI. - Publications

The chapter shall issue at least one alumnae newsletter every 2 months during the semester. The Chapter Vice-President Public Relations, in conjunction with the Alumnae Chair(s), shall be responsible for the letter. It shall be sent to the Chapter Services Manager, the Alumnae Director, and the chapter CAB.

Article XII. - Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order* shall govern the Sorority in all cases to which they are applicable, and in which they are not inconsistent with the bylaws or the special rules of order of the Sorority.

Article XIII. - Amendments

Section A. Proposed bylaw amendments shall be presented to the membership one (1) week prior to taking a vote.

Section B. These bylaws may be amended by a three-fourths vote of the chapter members in good standing who are present. Amendments must be approved by the chapter services coordinator (CSC) designated by the national organization before they become effective.

Section C. Following the Second Degree ceremony for new members, each new member shall be required to read the chapter bylaws and to sign a signature sheet signifying that she is aware of the contents of the current chapter bylaws. *(This sheet is then placed in the chapter bylaws folder).*

Section D. The bylaws of Sigma Kappa chapter are approved as read and corrected by the chapter services coordinator (CSC) designated by the national organization on (Chapter services coordinator will enter date here.). These bylaws shall be reviewed every two years (or as directed by the national organization) by a committee appointed by the chapter president, and any changes or amendments shall be approved by the chapter services coordinator (CSC) designated by the national organization before they become effective.

Article XIV. - Standing Rules

The Standing Rules of Sigma Kappa chapter are to be listed separately from the Chapter Bylaws. Any changes to the Standing Rules must be voted on and approved by a two-thirds affirmative vote of the members in good standing who are present. Standing Rules do not require the approval of the chapter services coordinator (CSC) before they become effective; however, the Standing Rules should be included in a separate document from the Chapter Bylaws and submitted to the chapter services coordinator (CSC) via email during the biennial bylaws approval process.