

**BYLAWS
FOR SIGMA KAPPA CHAPTER
OF KAPPA DELTA SORORITY
Revised, March 1, 2019**

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 29th, 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 E 15th Ave, Columbus, OH 43201.

Article II. - Purpose and Object

- Section A. 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 a cumulative 2.75 GPA on a 4.00 scale. A potential new member who is pledging after at least one term completed at the university level must have a cumulative 2.75 GPA on a 4.00 scale. Permission must be received from the chapter membership specialist (CMS) to pledge a PNM that does not meet these academic requirements.
- Section B. The membership recruitment procedures of Sigma Kappa chapter are in accordance with the The Ohio State University Panhellenic Council and the National Panhellenic Conference. The membership program of the chapter shall be organized and conducted by the vice president-recruitment & marketing according to the *Member Handbook* and the *Vice President-Recruitment & Marketing Guidebook* .
- Section C. During the primary recruitment period, Sigma Kappa chapter will follow the Membership Selection System as outlined and approved by the Collegiate Membership Specialist. Specific procedures are noted in the *Vice President-Recruitment & Marketing Guidebook* utilizing all current technology.

- Section D. During primary recruitment, bids are distributed by officers designated by the college Panhellenic. During COB recruitment, bids are delivered by the vice president-recruitment & marketing or her designee.
- Section E. The new-member education program of the chapter shall be organized and conducted by the vice president- learning & development (VP-L&D) according to the *Member Handbook* and the *Vice President-Learning & Development Guidebook*. 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-L&D, the new members and the chapter advisory board (CAB).
- Section F. The requirements for initiation shall be those determined by national Kappa Delta and found in the most current *Member Handbook*.
- Section G. The requirement for academic good standing for initiated members of Sigma Kappa chapter is a 2.75 GPA per term.
- Section H. An affiliate 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 *Member Handbook*.
- Section I. 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 exist. Refer to the current *Member Handbook* for all details pertaining to these special statuses.
- Section J. Refer to the current *Member Handbook* for details pertaining to 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 who are present and in good standing 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: on the first day of each month and they are due: on 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 Chapter Housing Committee.

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.

Section E. At their discretion, the chapter may levy additional fines to members though a vote of the majority of the members who are present and in good standing for the vote. The approved fines should be listed in the chapter standing rules.

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 *Member Handbook*.

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

Section C. The elected officers of the governing council and their duties are as follows:

President – Oversees all chapter operations and leads during crises. Presides over governing council and ensures overall chapter functionality.

Vice President – Manages chapter elections, transitions, and the Nautilus Chapter Development Program (NCDP). Ensures efficient council operations and chapter progress.

VP-Events and Programming – Plans and executes philanthropy, community service, social events, and Confidence Platform programming. Manages event logistics and communication.

VP-Finance – Handles all chapter financial matters including budgeting, billing, collections, and monthly financial reporting.

VP-Inclusion – Leads the accountability and support board, inclusion, equity, and diversity efforts, and fosters an inclusive chapter environment.

VP-Learning and Development – Oversees the new member education program and chapter-wide educational programming and trainings.

VP-Recruitment and Marketing – Implements primary and continuous recruitment, oversees chapter social media, and manages public relations and marketing initiatives.

Panhellenic Delegate (Appointed) – Represents the chapter at Panhellenic meetings, communicates Panhellenic matters to the chapter, and collaborates with other Greek organizations. Participates in governing council discussions but does not vote.

Governing council meetings shall be held each week, at a time and location agreed upon by the council members. Minutes shall be kept by the vice president secretary.

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

Section E. The executive board and appointed officers and their duties shall be those listed in the current *Member Handbook*. Additional appointed officers unique to your chapter should be: Parliamentarian, Guard, Assistant Membership Chair, Sisterhood Chair, Points 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 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 7:00 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 other chapter meetings shall follow the Informal Meeting Order and may take place at an alternative

time and/or place from the regularly scheduled chapter meeting. The member education workshop requirements shall be communicated to the chapter annually.

- Section B. The quorum to conduct business shall be set at 2/3 of the chapter of initiated members. Only the initiated members may vote in membership selection sessions and in chapter officer elections.

Article VII. - Discipline

- Section A. 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 determined by the guidelines outlined in the current *Member Handbook*.
- Section B. Members are expected to follow, in order of precedence, all policies outlined in the National Bylaws, Member Handbook, Member Expectation Form, Ritual, chapter bylaws and standing rules.

Article IX. – Accountability and Support Board

- Section A. The membership and duties of the accountability and support board, how they are elected, and the term of office shall be that as outlined in the current *Member Handbook*.

Article X. - Convention Delegate

- Section A. The National Convention delegate shall be established by the national organization and as outlined in the *Member Handbook*.

Article XI. – Publications

- Section A. The chapter shall issue at least one alumnae newsletter every 2 months during the semester. The Vice-President **Recruitment & Marketing**, in conjunction with the **director(s) of alumnae relations**, 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

- Section A. 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 week prior to taking a vote.
- Section B. These bylaws may be amended by a three-fourths vote of the chapter members who are present and in good standing. Amendments must be approved by the LDC 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.
- Section D. The bylaws of Sigma Kappa chapter are approved as read and corrected by the LDC designated by the national organization on. These bylaws shall be reviewed every year (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 LDC designated by the national organization before they become effective.

Article XIV. – Standing Rules

- Section A. 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 66% affirmative vote of the members who are present and in good standing. Standing Rules should be included in a separate document from the Chapter Bylaws and submitted to the LDC via email during the annual bylaws approval process for her review. If the Standing Rules are revised at any time outside of the annual bylaws approval process, they should be resubmitted to the LDC for approval.

Article XV. – Non- Discriminatory Policy

- Section A. As an Organization at The Ohio State University we follow the University's non discrimination statement outlined in the Affirmative Action, Equal Employment Opportunity and Non-Discrimination/Harssament found in section 1.10, (<https://hr.osu.edu/public/documents/policy/policy110.pdf>) because of this guideline, Kappa Delta, Sigma Kappa Chapter does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex,

sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment whatsoever.

Article XX. – Officer and Member Removal Process

Section A. If a member or officer engages in behavior that is determinantal to the growth and futher development of the purpose of Kappa Delta and violates any part of the constitution, bylaws, standing rules, or violates the Code of Conduct, university policy, or federal, state, or local law, that member will go infront of their peers in a accountability and support board. In this meeting they will discuss the grievance based on upon the severity of it the board will decide the punishment of the member. If the matter is serious the meeting will be reported to our nationals, and they will delt with the national board to review the case further deciding the punishment of the member in question. IF the matter is serious that member will either be put on probationary period or removed in consultation with the Kappa Delta advisors as well as our national advisors.

Section B. Any elected officer of the chapter may be either put on officer probation or removed from their position for cause, Cause for removal includes but not limited to violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Council Board as well as the Council Advisory Board, and Nationals will review the case and determine the punishment for the member. IF the member is removed from office a special election will take place where the chapter will vote for a new officer. The vote must be 2/3 in order to pass.

Section C: IN the event that the reason a member was removed is protected by Family Educational Rights and Privacy Act (FERPA) and cannot be shared with other members (due to pending investigation) the board of advisors, officers, and nationals will consult with one another and may vote to temporarily suspend a member or executive officer until they have proven to uphold the means and ideals of a Kappa women.