

**BYLAWS
FOR ZETA EPSILON CHAPTER
OF KAPPA DELTA SORORITY
Revised, October 16, 2016**

Article I. - Name and Residence

Section A. The name of this organization shall be Zeta Epsilon chapter of Kappa Delta SorORITY, Inc.; so named on April 28, 1990 at University of Kansas.

Section B. The official residence shall be 1602 High Drive, Lawrence, KS 66044. The official mailing address shall be 1602 High Drive, Lawrence, KS 66044.

Article II. - Purpose and Object

The object of Zeta Epsilon chapter is to further the purposes and objects of the national Kappa Delta SorORITY, Inc.

Article III. - Membership

Section A. Any female matriculate of University of Kansas shall be eligible for pledging Zeta Epsilon 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 3.00 GPA on a 4.00 scale from high school. Exceptions may be given only at the discretion of the Collegiate Membership Director. A potential new member who is pledging after at least one term completed at the university level must have a 2.80 (cumulative) GPA on a 4.00 scale. If the potential new member is a transfer student, Zeta Epsilon chapter must check with the college or university from which she is transferring to determine her eligibility.

Section B. The membership recruitment procedures of Zeta Epsilon chapter are in accordance with the University of Kansas 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, Zeta Epsilon chapter will follow the Spreadsheet Membership Selection System.

Spreadsheet (SS): 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 Zeta Epsilon chapter is a 2.60 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 Zeta Epsilon chapter must meet those conditions outlined in the current *Chapter Officers' Handbook* and the following: a transfer member must receive a vote of approval from $\frac{3}{4}$ of current chapter members within two weeks of all transfer conditions being met.

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: on the 13th day of each month and they are due: on the first day 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 United Missouri Bank controlled by Zeta Epsilon 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 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 in the first week of November or dependent on the University academic calendar and the discretion of the council and CAB.

- Section C. The elected officers of the chapter council and their duties shall be those so stated in the current *Chapter Officers' Handbook*. The nine elected council members are required to live in the chapter house. It is mandatory for all nine elected council members to attend convention as long as House Corporation funds it. The nine elected council officers will get their excuses for events approved by the President at least one week prior to the event and by email only. 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: Sunshine chair, composite chair, Dad's weekend chair, Girl Scout committee, homecoming committee, points chair, recruitment craft chair, senior banquet chair, SGT leaders, Shamrock committee, sisterhood chair, Intramural chair, Mom's Weekend chair, T-shirt chair, recruitment committee. There will be a "3 strike" policy for council officers to enforce on appointed positions. First strike of not fulfilling duties will be a meeting with the chain of command officer, 2nd strike will be a meeting with VP-O, and the third strike will be a meeting with president, VP-S, and VP-O. The appointed position duties being fulfilled will be up to the discretion of the council officer. Their duties shall be clearly defined and included in their procedure notebook.

Article VI. - Meeting

- Section A. Chapter meeting shall be held in chapter house on Monday of each week at 6:30 p.m. 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 51% 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 University of Kansas, 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 Alumni Relations Chair shall be responsible for the publication of the chapter newsletter to be distributed between the academic year between August to May. All initiates of Zeta Epsilon, local alumnae, the National Council, the Editor of *The Angelos*, the Chapter Services Coordinator (CSC), the Chapter Operations Director (COD), the Chapter Specialists (CS), the

Special Advisor (if applicable), the Chapter Accounting Specialist (CAS), the Chapter Membership Director (CMD), the Director of Communications, the CAB, and the House Corporation will receive a copy of the newsletter.

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.

Section D. The bylaws of Zeta Epsilon chapter are approved as read and corrected by the chapter services coordinator (CSC) designated by the national organization on December 12, 2016. 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 Zeta Epsilon 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 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.