

# Kappa Delta Chi Sorority, Inc

## Iota Chapter Local By-Laws

### New Mexico State University

#### Article I. Name & Purpose of Organization

##### **Section A. Name**

The name of this organization is Kappa Delta Chi Sorority, Inc.

##### **Section B. Purpose**

The purpose of Kappa Delta Chi shall be to promote the traditional values of Unity, Honesty, Integrity and Leadership. This organization is dedicated to the academic success of our sisters and service to New Mexico State University, the Las Cruces community and other surrounding communities. A servitude based on love and friendship.

#### Article II. Emblems & Insignia

##### **Section A. Official Colors**

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

##### **Section B. Official Flower**

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

##### **Section C. Official Mascot**

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

##### **Section D. Official Jewel**

The official jewel of Kappa Delta Chi Sorority is the emerald.

#### Article III. Membership

##### **Section A. Qualifications for Membership**

1. Full-time undergraduate, graduate, and professional school student enrolled at New Mexico State University.
2. A cumulative grade point average of 2.75 or better throughout her involvement in Kappa Delta Chi, with the exception of transfer students. No rounding of grade point average will be accepted.
3. A student 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.

4. A student who has completed all the requirements of New Membership and is in good standing.
5. New Members must have fulfilled all of the requirements of New Membership and have been accepted by a  $\frac{3}{4}$  vote of the active members of the chapter present and voting at Mid Review and Final Review.

## Article IV. Chapter Offices

### **Section A. Officers Qualifications**

1. All active members of Kappa Delta Chi are eligible to become officers of their chapter after completing one term of active membership, except if there is a vacant officer position and no active member wants the position a new active may run for any position with the exception of President. All officers must be full-time students.

### **Section B. Nomination Procedure**

1. Nominations shall be submitted in memo format to the President at the regular meeting one week prior to elections.
2. Nominations will also be taken on the day of elections.
3. Inactives who plan to return in the semester following their inactive ship will not be allowed to run for any officer or chair, unless due to extenuating circumstances (e.g. there are no tenured Actives available for the position.)

### **Section C. Election Procedure**

1. Elections will be held by raising of hands.
2. A majority vote is required to be elected.
3. Sergeant-at-Arms with the supervision of the Executive committee shall be responsible for counting the votes and the Executive committee will announce incoming officers directly after votes have been counted

### **Section D. Terms of Office**

1. Newly elected officers and committee chairs will hold the position for the forthcoming school year and not at the time of election.

### **Section E. Vacancies**

1. In case of resignation during the semester, vacancies occurring in any office shall be filled during an election at the first regular meeting following the resignation with the exception of Presidency. In that case the Vice-President will assume the Presidency.

2. Vacancies at the beginning of the semester shall be filled by the second regular meeting, after letters of intent have been turned in.

#### **Section F. Duties of Individual 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 exceptions of tie and officer elections. The President will also take roll call at the beginning of every meeting.
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. She will also be responsible for thoroughly explaining the National Confidentiality, Drug, Etiquette and Hazing policies. Then members will be asked to sign a form acknowledging their understanding of the said policies.
4. The Service Officer will organize and implement service projects for the campus and community. She will maintain a 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 is allowed to explain the history of Kappa Delta Chi to the extent that Confidentiality is not broken on some matters.
6. The Treasurer will keep accurate records of all receipts and expenses of the chapter. The Treasurer will prepare a schedule of payments for that term, as well as prepare a proposed budget for the approval of the Executive Committee. She shall also keep an accurate record of the sorority's inventory. The Treasurer will collect fines from the active membership given to her by the Sergeant-at-Arms.
7. The Recording Secretary will record all the proceedings and transactions of the chapter. She shall be responsible for keeping membership files and rosters up-to-date. She will be responsible for sending out a weekly newsletter of up to date information about our chapter to alumnae and meeting minutes to sisters. She will be responsible for inviting inactives to events.

8. The Sergeant-at-Arms will be responsible for counting votes, calling roll at all events and handling all matters of absences at meetings and other chapter activities. She will also be responsible for notifying the Treasurer of all fines.
9. The Historian/Chaplain will keep an official record of all transactions and projects (scrapbooks, fundraising projects, rush and committees). She shall also be responsible for weekly devotionals at meetings, morale boosters (birthdays and special occasions) and administering appropriate messages of concern.
10. Council Delegate will be responsible for acting as a liaison between her chapter and any council the chapter is a part of. The office of Council Delegate shall only be included if a council recognizes a chapter.

#### **Section G. Chain of Command**

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.

### Article V. Meetings

#### **Section A. Executive**

The Executive Committee shall meet weekly at a specified time and day during the fall and spring terms.

#### **Section B. Regular**

Chapter meetings shall be held weekly, at a specified time during fall and spring terms.

#### **Section C. Special**

The President shall call special meetings when deemed necessary.

#### **Section D. Quorum**

A quorum will constitute one hundred percent of the Executive Committee on matters where their review is required, unless an officer cannot attend due to extenuating circumstances and a two-thirds (2/3) majority is required. Meetings shall only be held if quorum is present unless due to extenuating circumstances, but no official voting may be conducted.

#### **Section E. Committee Meetings**

1. Open Committee Meetings

- a. Are scheduled by the Vice-President and are agreed upon the committee chairs.
  - b. All members may attend, however, all committee chairs and/or committee members must be present.
2. Closed Committee Meetings
    - a. Are scheduled by committee chairs.
    - b. No one other than the Committee chair and the committee members may attend, unless stipulated otherwise by the committee chair.
    - c. Committee meetings are optional and can meet on an irregular basis.

## Article VI. Standing Committees

### Section A. Standing Committees

1. 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. The Executive Committee reserves the right to handle matters not present in the constitution, by-laws and/or policies.
2. 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.
3. The Special Projects Committee is in charge of special events (guest speakers at meetings and other activities as assigned).
4. The Social Committee is responsible for social functions assisting in Initiation proceedings and being of service for various other activities during the year.
5. The Publicity Committee will be responsible for publicizing events (via radio, media and posters), ordering Kappa Delta Chi paraphernalia, and ordering plaques and awards.
6. The Academic Committee is responsible for developing academic programs to benefit Kappa Delta Chi members. They will also monitor the chapter's study hours. They are also responsible for hosting one academic workshop per semester.
7. The Expansion Committee is responsible for aiding the Corresponding Secretary in contacting other universities for interest in our organization. They will coordinate on-campus recruiting including but not limited to rush tables and information nights.

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8. The Fundraising Committee shall be responsible for raising money for the sorority events such as, the banquet by having car washes, food sales, etc.
9. The Formal Committee is responsible for planning a formal during the fall semester and the end of the year banquet in the spring semester. The Formal Committee is a subsection under the Special Projects Chair.
10. The Council Delegate Committee is responsible for aiding the Council Delegate and other local council affiliation in matters pertaining to the local council affiliation.
11. 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 Alumni Association. They shall also keep information updated.

## Article VII. Finances

### **Section A. Membership Dues**

Dues are required for all Actives as well as New Members for both fall and spring semesters. Dues shall be set in accordance with the National Board of Kappa Delta Chi Sorority Inc.

- 1) 10.00 will be added to Active and New Member dues for miscellaneous purposes (i.e. socials, Rush T-Shirts, paddles, etc.)

### **Section B. Request for funds**

1. All requests for funds must be submitted to the Executive Committee for approval. Upon purchase a receipt must be given to the treasurer for her records.
2. Requests for funds may be submitted by pre-set date to the Executive Committee and taken to a vote at the next active meeting.
3. The Treasurer and President will reimburse purchases made by individual officers or chairs only due to extenuating circumstances (i.e. must use a credit card instead of a check) approved by the executive committee prior to the purchase.

## Article VIII. Parliamentary Authority

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

## Article IX. Amendment of Local Chapter Bylaws

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### **Section A. Procedures for Amendments**

1. Amendments may only be made at the beginning of every academic semester.
2. All actives, alumni and inactives may submit amendments to the chapter president within 14 calendar days of the beginning of every academic semester.
3. The President will call a special meeting to review proposals submitted. Only proposals submitted in the proper time and manner will be considered.

### **Section B. Voting**

1. After all amendments are reviewed and understood a vote shall take place at the third formal meeting. An adoption of the amendments shall occur by a quorum vote.

## Article X: National Conference / Leadership Conference

### **Section A. Conference Attendance**

1. Members that are active the semester before the National Leadership Conference may register as an individual or request to be registered as a group by the Iota Chapter President. If an active member wishes to be registered by the chapter she must sign an agreement to pay back the chapter before the end of the semester prior to summer vacation. Once a member is registered by the chapter she is responsible for paying back the chapter even in the event that she cannot attend the National Leadership Conference. If a member fails to repay the chapter she will be sent to a collections agency.
2. Members attending National Leadership Conference as an active member must attend all activities listed on the agenda, including all meetings, workshops, service events, and banquet. A \$15.00 fine will be implemented for missed events on the agenda.
3. The President may ask any of the registered non-delegates to attend certain scheduled meetings in the event that a specific officer is not present (i.e. Treasurer or New Member Educator meetings).

## Article XI. Amendment of Officer and Committee Policies

### **Section A. Amendment Procedure**

1. Amendments may only be made at the beginning of each academic school year before the first official meeting. Policies will be turned into the President at a specified date before this meeting.
2. Policies will be submitted in a template format that has been created to ensure consistency.

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3. The Officer/Chair can make amendments to her policy as she sees fit.
4. These amendments will be presented for discussion and review at the Executive Committee retreat.
5. The Executive Committee reserves the right to accept or reject these changes as they see fit and make recommendations to ensure that the policy serves the best interests of the organization and its members.
6. In the event that an office/chair is filled at the second formal meeting, the incoming officer/chair will have until the third formal meeting to revise the policy.

## Article XII: Personal KD-Chi Book

### **Section A. Personal KD-Chi Book**

1. Personal KD-Chi books must be in order according to the Order of the Personal KD-Chi Book by the third formal meeting of each semester, that is set by the Sergeant at Arms Officer.
2. Each active member is required to make a cover page from their new member process and section dividers according to the Order of the Personal KD-Chi Book. They may be individually personalized but must have the appropriate titles.
3. Personal KD-Chi books should not have free floating papers in the side pockets unless it is a necessary document to discuss at that week's meeting.
4. Active members are required to bring Personal KDChi books to all active chapter meetings and position binders at every first meeting of the month.
5. Fines associated with the KD-Chi books are listed in the Sergeant at Arms Policy.