

**BYLAWS
FOR SIGMA PSI CHAPTER
OF KAPPA DELTA SORORITY
Revised, October , 2015**

Article I. - Name and Residence

- Section A. The name of this organization shall be Sigma Psi chapter of Kappa Delta Sorority, Inc.; so named on May 3, 1924 at North Dakota Agricultural College, now North Dakota State University.
- Section B. The official residence shall be 1210 13th Ave, No., Fargo, North Dakota 58102. The official mailing address shall be 1210 13th Ave, No., Fargo, North Dakota 58102.

Article II. - Purpose and Object

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

Article III. - Membership

- Section A. Any female matriculate of North Dakota State University shall be eligible for pledging Sigma Psi 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. Exceptions may be made for up to 10% of women who are extended invitations. During informal recruitment, there may be one exception. All exceptions, whether during formal or informal recruitment, must have a 2.50 cumulative GPA from high school. The exceptions are decided by a 90% affirmative vote of the members present and in good standing. A potential new member who is pledging after at least one term completed at the university level must have a cumulative college GPA of 2.80 on a 4.00 scale. Exceptions may be made for up to 10% of women who are extended invitations. During informal recruitment, there may be one exception. All exceptions, whether during formal or informal recruitment, must have a 2.30 cumulative college GPA on a 4.00 scale. The exceptions are decided by a 90% affirmative vote of the members present and in good standing. If the potential new member is a transfer student, Sigma Psi chapter must check with the college or university from which she is transferring to determine her eligibility.
- Section B. The membership recruitment procedures of Sigma Psi chapter are in accordance with the North Dakota 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 Psi 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 Psi chapter is a 2.50 GPA 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 Psi chapter must meet those conditions outlined in the current *Chapter Officers' Handbook* and the following: a 90% affirmative vote of all members present and in good standing will occur at the next scheduled chapter meeting.

- 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 first day 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 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 State Bank & Trust, Fargo, ND controlled by Sigma Psi House Corporation Treasurer and local accountant with ATS accounting. *NOTE: If your chapter does not have a house corporation, insert "Do NOT HAVE A HOUSE CORPORATION" in place of a financial institution. Facility*

fee/house note funds are required to be deposited with the Chapter House Fund at National Headquarters if there is no house corporation.

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 last Monday in November during a formal ritual meeting. Installations of council shall be held the Monday the week following chapter elections during a formal ritual meeting.
- 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: House Manager, House Manager Assistant, Kitchen

Manager, Kitchen Manager Assistant, Parliamentarian, Sergeant-at-Arms, Guard, Set Leaders, Song Leader, Recruitment Committee, Sisterhood Chair, Wellness Chair, Leadership Chair, Gracious Living Chair, PACE Chair, BRAS Chair, Shamrock Chairs, Community Service Assistant/KD Foundation Chair, Assistant Public Relations, Scrapbook Chair, Technology Chair, Alumnae Relations, Standards Board, Academic Excellence Chair, Academic Excellence Committee, Social Chair, Corresponding Secretary, Historian, Chaplain, Assistant Treasurer, Fundraising/Magazine Chair, Homecoming/Greek Week Chair, Ritual Chair. 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 house 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 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 66.67% 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 North Dakota 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 alumnae letter, the Sigma Psi Review, is to be completed and sent once a year by July 1 by the Vice President-Public Relations (VP-PR). The newsletter is distributed to Sigma Psi alumnae, National Council, The Angelos editor, National Headquarters, the Chapter Services Coordinator(CSC), the Chapter Operations Director(COD), the Chapter Specialist(CS), the Chapter Accounting Specialist(CAS), the Collegiate Membership Director(CMD), the Director of Communications, the CAB, the House Corporation, Twin Cities Alumnae Association.

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 Psi 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 Psi chapter are to be listed separately from the Chapter Bylaws. Any changes to the Standing Rules must be voted on and approved by a 66.67% 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.