

Kappa Gamma Delta The Constitution

We, the sisters of Kappa Gamma Delta Sorority, do ordain and establish this constitution for the promotion, regulation, and maintenance of this organization.

I. Membership

Any female who is an undergraduate student is eligible to apply for membership as set forth by the bylaws of Kappa Gamma Delta Sorority. All authority of Kappa Gamma Delta Sorority shall rest in the executive body of the sorority at the time.

Section 1: Application for membership

Any female who is an undergraduate student may apply for membership. This applicant must demonstrate genuine interest in promoting and learning about Asian and Asian- American cultures. The procedure for acceptance into the sorority shall be followed as set forth in the bylaws. Requirements for membership include undergoing new member process and initiation procedures as set forth in the bylaws.

Section 2: Duties

All active members of Kappa Gamma Delta Sorority are expected to promote and represent the ideals of the sorority, attend all chapter meetings unless excused by the executive board, meet financial obligations as specified in the chapter bylaws. The duties of active members should be carried out by all members of the sorority as set forth in the bylaws.

Section 3: Size

The sorority shall be limited to a number of 50 members.

Section 4: Participation

Kappa Gamma Delta Sorority allows any interested student to participate in, become a member of, and seek leadership positions in the organization without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, marital status, national origin, race, religion, sexual orientation, or veteran status.

II. Executive Board

The Executive Board shall assume all executive functions of Kappa Gamma Delta Sorority. The board shall consist of the officers of the sorority which include: President, Vice President, External Chair, Internal Chair, Philanthropy Chair, Community Chair, Marketing Chair, Public

Relations Chair, Secretary, Financial Chair, and Recruitment Chair. The duties and powers of the executive officers should be followed in accordance and in compliance with the bylaws.

Section 1: Attendance

All officers shall be required to attend all Executive Board, chapter, and emergency meetings. If an officer is not able to attend any of the above mentioned meetings – 24 hours notice must be given to all members of the Executive Board. If the officer does not comply, she shall be subject to a review process as outlined in the chapter by-laws.

Section 2: Voting

Each member of the Executive Board shall have one vote. Quorum for a vote of the Executive Board shall be the majority of the Executive Board. Voting procedures shall be carried out in accordance with those set forth in the chapter bylaws.

Section 3: Impeachment

Impeachment proceedings shall be initiated by a petition accompanied by a bill of particulars. Impeachment of an Executive Board must be motioned and petitioned by a member of the existing Executive Board. Proceedings shall be followed in accordance with the bylaws.

III. Voting

A quorum (members who are present during the voting time) of all active members of Kappa Gamma Delta Sorority shall have one vote as set forth in the bylaws.

IV. Elections

Elections for Executive Board positions shall be held annually within the last full month of classes for the academic year. Those elected shall serve a full term in office. In the event that a vacancy occurs, the President shall appoint an interim replacement until the next chapter meeting where election proceedings can take place in accordance with those set forth in the chapter bylaws.

V. Meetings

Members of the chapter shall meet on a regular basis as set forth in the chapter bylaws. Attendances at meetings are mandatory unless otherwise specified by the President. Emergency meetings are called for by the president, and attendance shall be in accordance with the policies set forth in the chapter bylaws.

VI. Amendments

Amendments to the constitution may be proposed by any active member of the chapter and presented at a chapter meeting as set forth in the bylaws. A quorum must be present in order for the amendment to be considered. At the beginning of each academic year the Executive Board shall review the constitution and propose appropriate changes where they deem necessary as set forth in the bylaws.

Section 1.

Section 2.

Kappa Gamma Delta Sorority Bylaws Article I. Name

The name of this organization shall be Kappa Gamma Delta Sorority Article II. Mission Statement

Bridging activism and academics through sisterhood. Article III. Purpose

The purpose of Kappa Gamma Delta Sorority shall be one of a guiding force which strives to foster the high ideals of sisterhood and cooperation, and to develop the best qualities of character among the sorority members.

The goals of Kappa Gamma Delta Sorority shall be:

1. 1) To promote awareness of Asian and Asian-American experiences and culture.
2. 2) To cultivate understanding between women with an interest in Asian and
Asian-American experiences and culture.
3. 3) To foster group solidarity while building self-identity, pride, and respect.
4. 4) To contribute to the university and surrounding community through
philanthropic work.
5. 5) To enhance academic performance and encourage the scholastic excellence of

Section 1. Non-Discrimination

each member.

Article IV. Membership

Statement of Non-Discrimination: Kappa Gamma Delta Sorority allows any interested student to participate in, become a member of, and seek leadership positions in the organization without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, marital status, national origin, race, religion, sexual orientation, or veteran status.

Section 2. Criteria

The criteria for active membership in Kappa Gamma Delta Sorority shall be as follows:

1. Applicant must identify as female.
2. Applicant must be a full-time undergraduate student.
3. Applicant must demonstrate a genuine interest in promoting and learning
about Asian and Asian-American culture.
4. Applicants are required to undergo new member procedures and initiation

procedures in chapter bylaws.

Section 3. Procedure

The general procedure for members shall entail:

1. Application
2. Selection by majority votes of active members
3. New Member Period
4. Initiation
5. ActiveMembership

Section 4. Duties

Active members of Kappa Gamma Delta Sorority are expected to fulfill the following duties:

1. Promote and represent the ideals of the sorority
2. Attend all chapter meetings unless otherwise excused by the members of the executive board
3. Maintain loyalty to the sorority
4. Meet financial obligations as specified in the chapter by-laws
5. Maintain the minimum standards for scholastic achievement as stated in the by-laws
6. Pledge a life-long commitment to Kappa Gamma Delta Sorority

Section 5: Size

The sorority shall be limited to a number of 50 members.

Article V. University Compliance

Section 1.

This organization shall comply with all Indiana University regulations, and local, state and federal laws.

Article VI. Executive Board

Section 2. Positions

The Executive Board shall assume all executive functions of Kappa Gamma Delta Sorority. The Executive Board shall consist of the officers of the sorority which are as follows:

1. President
2. Vice President

3. Secretary
4. Financial Chair
5. External Activity Chair
6. Internal Activity Chair
7. Public Relations Chair
8. Community Chair
9. Philanthropy Chair

10. Marketing Chair 11. Recruitment Chair

Section 3. Duties and Powers

1. President

The President will be representing the group as a whole. She will lead the members during meetings and activities

1. Preside overall meetings and enforce the constitution and by-laws of the chapter
2. Offer consideration of all motions consistent with parliamentary procedure
3. Declare the results of chapter voting, stating passed, failed, or tied
4. Call special/emergency meetings
5. Appoint all necessary committee chairpersons not otherwise

designated in chapter bylaws

6. Represent chapter at civic and social functions and in the case when the chapter is called upon by other organizations for presentations
7. Chair of the Executive Board, as well as serve as an ex-officio member of all committees
8. Delegate administrative duties to executive officers and committee chairpersons and call reports from them
9. Co-sign for all financial transactions and receive written notification from the Financial Chair one week before expenditures are necessary
10. Request the removal of any personal from any meeting with due cause
11. Establish an agenda for each meeting
12. Present a report at each meeting
13. Required to know the constitution during the term of presidency

2. Vice President

1. Preside over meetings in absence of President
2. Assist the President by performing delegated duties
3. Overlooks all committees

i. Ensures events are on schedule, budgets are followed accordingly, etc.

4. Serve as ex-officio member of all committees
5. Serve as Parliamentarian of the organization
6. Serve as liaison between Kappa Gamma Delta Sorority and any appropriate intra-university organizations
7. In charge of Kappa Gamma Delta Sorority's email account and/or any communications from other clubs and organization through emails or mails

3. Secretary

1. Preside meetings in absence of President and Vice President
2. Maintain accurate minutes of all proceedings at general chapter meetings, Executive Board meetings, and emergency meetings
3. Keep minutes with the following information:
 - i. Every proposal
 - ii. The name of the member who introduced the proposal
 - iii. The action taken on the proposal
 - iv. Date, time and place of the next general chapter meeting and Executive Board meeting
4. Make available all records and information committed to her care including the constitution and the bylaws.
5. Notify all members of meetings and special events and send out reminders accordingly
6. Maintain and distribute a current directory of all members
7. Maintain a calendar schedule of all events
8. Maintain a record of all points received by all members

4. Financial Chair

1. Preside over meetings in absence of President, Vice President and Secretary

2. Keep an accurate account of all financial transactions and/or paid dues and fines
 - i. Allot budgets to all Executive Chairs
 - ii. Manage detailed expenditures for each event
3. Deposit all funds received by chapter, after verification by the Executive Board
4. Assist her successor in preparing a budget for the following academic year by the first meeting of the last full month of classes to be approved by the chapter
5. Present a treasury report at each meeting
6. Recommend, plan and coordinate activities for the purpose of fundraising

i. Organize at least three fundraising events per semester

7. Organize and manage sponsorships

5. External Activity Chair

1. Responsible for planning and working with organizations outside of MCGC to coordinate cultural or social events
 - i. Must plan at least 3 official events per semester
 - ii. Two-thirds attendance required
2. Create and lead an external activities committee to help plan, promote, and implement events
3. Must hand in a budget a week ahead of planning for an event to the Financial Chair
4. Responsible for the planning and execution of Kappa Gamma Delta Sorority's annual Halloween Party, Cultural Olympics, and an off- campus visit to another Greek organization.

i. Timely communication with the Marketing Chair for promotion

5. Serve as liaison between Kappa Gamma Delta Sorority and any appropriate intra-university Greek councils/organizations on campus
6. Provide opportunities for members to attend other organization's meetings and events to show support and create connections

6. Internal Activities Chair

1. Responsible for planning events to solidify the bonding of sisterhood i. Remind and recommend birthday events

1. Notify Marketing Chair of all birthdays

2. Create an internal activities committee to help plan, promote, and implement events

3. Responsible for planning KGD week and semiannual retreats

7. Public Relations

1. Maintain correspondence with chapter alumnae
 - i. Maintain a good relationship with most current alumnae and current members
 - ii. Send monthly emails on the 7th of each month with updates of the chapter to all alumnae
 - iii. Consistently update current contact information
 - iv. Inform alumni of any upcoming events hosted by the chapter
2. Create a public relations committee to help plan, promote, and implement events

- i. The MCGC representative for the chapter must be under the Public Relations committee

1. Responsible for providing a list of events with any MCGC organizations to attend at least twice per month

3. Organize an alumnae reunion per year

8. Philanthropy Chair

1. Responsible for Kappa Gamma Delta Sorority's participation in other philanthropies

- i. Must have minimum of 2 events per semester available for members to attend

2. Responsible for planning and promoting Kappa Gamma Delta Sorority's annual Date Auction and other philanthropic events
 - i. Oversee a committee to organize and promote the event
 - ii. Must hand in a budget a week ahead of planning to Financial

Chair

3. Serve as liaison between Kappa Gamma Delta Sorority and any appropriate intra-university Greek councils/organizations on campus
4. Responsible for attending other organization's meetings and events to show support and create a connection
5. Recommend a list of community service for the sisters and present this

during the first month of chapter meetings

i. A community service should be done at least twice a month

6. Monitor points earned by each member for each volunteer activity

7. Responsible for planning other community services with other organizations on the Bloomington Campus

9. Marketing Chair

1. Responsible for updates of any social media (FB, Twitter, Instagram) and promotion
2. Responsible for updating the website due to ANY changes within a timely manner
3. Responsible for establishing a team for poster designs for all events held throughout the semester
4. Responsible for managing organization apparel and accessories
5. Must document Kappa Gamma Delta Sorority's activities (i.e. photos)

and update poster boards with new information/pictures

6. Work alongside the Internal Chair to announce birthdays on Facebook
7. Establish a new tradition of "Woman Crush Wednesday" via Facebook

to celebrate every special sister in Kappa Gamma Delta Sorority

10. Recruitment Chair

1. Oversee the entire new member process
 - a. Organize all activities relating to recruitment

i. Plan all bid night and initiation activities

2. Establish and maintain a schedule of all assignments, sessions,
and pop quizzes for the new member process
3. Maintain the new member point system
4. Enforce appropriate disciplinary action

2. Serve as the liaison between active members and new members
3. Serve as advisor to the elected class president
4. Act as a role model/mother figure to the new members throughout the

rigorous process

11. Risk Manager

1. Consult all ongoing and upcoming KGD events with their respective chairs, and make sure all events align with IU policies and procedures.
2. Provide advice on legality, and anything related to policy enforcement or possible legal risk.
3. Work with chairs in creating event contracts and sponsorship contracts on a need by basis.

Article VII. Voting

Section 1. Executive Board

- A. Three-fourths of the Executive Board shall constitute a quorum at Executive Board meetings
 2. There shall not be voting by proxy on the Executive Board unless granted special permission by the President
 3. A majority vote is required for a motion to pass

Section 2. Chapter

1. Three-fourths of the chapter shall constitute a quorum
2. A majority vote is required for a motion to pass

Article VIII. Elections

The election procedures of Kappa Gamma Delta Sorority shall be as follows: Section 1. Eligibility

1. Any active member who will return to the university the following year is eligible to run for an Executive board position
 1. Only the top 10% of active members ranked by the point system and have attended a leadership retreat are eligible to run for President
 2. Only the top 15% of active members ranked by the point system are eligible to run for Vice President
2. A cumulative GPA of 3.0 or above is required

Section 2. Procedure

1. The incumbent Executive Board shall determine election protocol in accordance with bylaws
2. Elections shall be held during the last full month of classes for the academic year

Section 3. Terms of office

A. Elected officers shall assume their positions two weeks following the election B. Elected officers shall serve a term of one full year

a. Recruitment Chair shall serve a term of one semester Section 4. Vacancies

1. The president shall approve and the Executive Board shall have the power to make any necessary appointments throughout the year
2. In the event of the resignation of the President, the Vice President shall become the President for the remainder of the term. The Executive Board will then fill the vacant Vice President position

Article IX. Non-Hazing

Section 1.

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

Section 1. Chapter

Article X. Meetings

1. The entire chapter shall meet on a regular basis as determined by the Executive Board
2. There shall be a minimum of one chapter meeting per month
3. The President shall declare all meetings and cancel any when appropriate
4. Attendance at chapter meetings shall be mandatory for all members
5. If a member cannot attend a meeting, she must inform the Executive Board at least 24 hours in advance
6. The chapter shall follow policies for attendance in accordance with the chapter bylaws
7. Each member shall be responsible for all business conducted at each chapter meeting

Section 2. Executive Board

1. The Executive Board shall meet on a frequent and regular basis as determined by the Executive Board
2. All officers shall be required to attend all Executive Board meetings
3. If an officer is not able to attend an Executive Board meeting, 24 hour notice must

be given to the President. If the officer does not comply, she shall be subject to a review process as outlined in the chapter bylaws

Section 3. Emergency

1. The President shall call emergency meetings as necessary
2. All members shall be expected to attend emergency meetings if possible
3. If a member cannot attend an emergency meeting, she must notify the Executive

Section 1.

Board as soon as possible

Article XI. Personal Gain Clause

Personal Gain Clause: This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation from for-profit companies if acting as a representative of a student organization.

Article XIII. Amendment

The amendment process shall be as follows:

1. Proposals to amend the constitution must be presented to the chapter at least two weeks prior to voting
2. Proposals must be accompanied by a petition signed by at least half of the chapter members
3. The sorority shall vote on the passage of the amendment

D. Amendments may be voted upon only when a quorum is present

5. Constitutional changes require a majority vote for passage and adoption
6. The Executive Board shall review the constitution at the start of each academic year and propose appropriate amendments if needed

Article XIV. Dues

Kappa Gamma Delta dues for each active member is \$250 dollars per semester. New members will pay an initial fee of \$300 during their first semester. Payments are due at the second chapter of each semester. A late fee will be incurred increasing by \$10 per day, not exceeding \$50. If fees exceed \$50, membership will be reevaluated. Dues amount is subject to changes on needs of members. Inactive members must pay 50% of the semester due per semester of their current

status. If inactive fee is not submitted by the due day then membership will be terminated no exceptions. The inactive fee will go towards risk management and to be on the roster.

Article XV. Fines

A. Applied to mandatory events and meetings

a. A tardy will be defined as arriving to a meeting or event over 5

minutes late

b. An absence will be defined as arriving to a meeting or event over 20

minutes late

i. 3 tardies are equated to an absence

2. A penalty fine of \$5 shall be charged for a tardy and \$10 for an absence a. 3 tardies will be equated to 1 absence
3. If notified 24 hours prior to absence, fine will be excused
4. If notified 24 hours prior to lateness, fine will be excused

Article XVI. Academic Improvement Scale/Academic Probation

1. Those who score a semester GPA under 3.0 are required to have an increase of at least 10% of present GPA. If the improvement standard is not met, then she will be under academic probation the following semester
2. Those who have a cumulative GPA of 3.0 or above will not be under academic probation

Article XVII. Probation

Probation is the failure of a member to be an active and responsible member.

Section 1. Absences

Absences

A. Not meeting the minimum chapter attendance requirement

1. More than 3 unexcused absences
2. Unexcused: no email notification 24 hours before chapter

B. Email will be reviewed by the board in the following board meeting for legitimacy.

C. Acceptable Emergency Excuses

1. School: appointments dealing with your status at Indiana University
2. Health: doctor's note, proof of broken bones, etc.
3. Family: death, parental visit

4. Other: to be determined through executive discussion

D. Other Events

1. Having more than two illegitimate emails or not sending email within the 24 hour time-frame equals probation

Section 2. Active Duties

Probation will be placed on members who fail to perform certain duties:

- A. Not completing the required monthly community services for a consecutive two months
- B. Failure to attend an event and without 24 hour notice of absence will result in a penalty
- C. Disruption of chapter meetings
 - First offense: Warning
 - Second offense: Warning
 - Third offense: Probation
- i. Disruptions can include, but are not limited to, having to be told to put laptop, any other electronic device, or paperwork not pertaining to chapter away more than 3 times
 - D. Each offense will be noted by the Secretary
 - E. Negligence of internal activities
 - i. Subjected to a board evaluation biweekly
 - F. Participation in an activity that defaces or devalues Kappa Gamma Delta Sorority's name

Section 3. Probation Process

- A. Probation begins with a board review of the sister
- B. A private board meeting with the probationer will be held
- C. Probation will last for 2 months with a mid-evaluation by the board
 - a. During the period of probation, the probationer must attend:

- i. The clean-up shift for all events
- ii. All KGD events (unless under a legitimate excuse)
- iii. One additional community service event per month
- iv. One MCGC event per month

D. Mid-evaluation will be conducted after the first month of probation and includes observance of the minimal requirements of the probationer as well as the expectations.

E. E . Probation will be lifted after 2 months if all of requirements are met and the probationer passes the final evaluation by the board