

(To be adapted as necessary for chapter operation and used in conjunction and agreement with the most current Fraternity *Bylaws, Standing Rules and Policies*, and Fraternity resources.)

**STANDING RULES  
OF  
DELTA CHAPTER OF  
KAPPA KAPPA GAMMA FRATERNITY**

(Date adopted or amended)

**RULE I  
EXCUSED ABSENCES**

**Section 1. Chapter Meetings and Required Chapter Functions.**

**A. Written Excuses.** Written excuses for missing a chapter meeting or required chapter function shall be submitted 24 hours in advance to the Recording Secretary for approval by Chapter Council (unless otherwise specified in the chapter Standing Rules).

**B. Acceptable Excuses.** Acceptable excused absences shall be documented illness, family emergency, a required class offered only at the meeting/function time, club/organization meeting, school conflict, or valid emergency. Each member receives 3 unexcused absences.

**C. Approval.** Chapter Council shall approve excused absences by a majority vote.

**D. Notification.** The Recording Secretary shall notify the member of Chapter Council's decision.[AC1]

**Section 2. Initiation and Founders Day.**

**A. Written Excuses.**

1. Written excuses for missing Initiation shall be submitted 1 month in advance to the Chapter Council and Marshal Adviser for approval. (See the Fraternity Standing Rules, Rule XIII.)

2. Written excuses for missing the Founders Day observance shall be submitted in advance to the Chapter Council Adviser for approval.

**B. Acceptable Excuses.** Acceptable excused absences shall be documented illness, family emergency, class, school conflict, or valid emergency.

**C. Notification.** The Chapter Council Adviser shall notify the member of her decision. [AC2]

**Section 3. Membership Recruitment and Selection Meetings.**

**A. Written Excuses.** Written excuses for missing Membership Recruitment, including workshops, recruitment rounds or selection meetings, shall be submitted to the Membership Adviser for approval [1 month] prior to winter break. In the absence of the Membership Adviser, a designated adviser may approve excuses.

**B. Acceptable Excuses.** Excused absences shall be an documented illness, family emergency, class, internship, school conflict, or other conflict as determined by the chapter. If they are not acceptable excuses, the chapter member will be sent to standards.

**C. Notification.** The Membership Adviser, or adviser granting the excuse, shall notify the member of her decision and the recruitment chair [AC3]

D.

**RULE II  
UNEXCUSED ABSENCES**

**Section 1. Attendance Rule.** The chapter shall establish an attendance rule for unexcused absences.

## **Section 2. Chapter Member Absences.**

**A. First and Second Unexcused Absence.** Following the first unexcused absence, the Recording Secretary shall contact the member.

**B. Third Unexcused Absence.** Following the second unexcused absence, the Standards Committee shall contact the member.

**C. Fourth Unexcused Absence.** Following the third unexcused absence, the member shall be invited to attend a meeting of the Standards Committee.[AC4] [AC5]

## **RULE III**

### **ACADEMIC EXCELLENCE**

**Section 1. Qualifications.** To be considered for membership, the potential member shall meet the minimum GPA. (See the Fraternity Bylaws, Article III. Section 1. A.)

**A. Potential New Members.** A potential new member shall have at least a B average or its equivalent under any other grading system from a full-time college or university.

**B. Upperclassmen.** Upperclassmen shall have at least a B average or its equivalent under any other grading system for the previous completed term as a full-time student at a college or university.

**Section 2. Exceptions.** In extraordinary cases, the chapter may petition the Membership Specialist for an exception to the GPA requirement.

**Section 3. Chapter Standard.** The chapter shall maintain a GPA equal to or higher than the GPA requirement set by the VPAAE and chapter council. This GPA may be reset at any time the chapter deems fit. (See the Fraternity Standing Rules, Article XIV. Section 1.)

**Section 4. Active Member Standard.** The chapter shall establish a GPA requirement for active members. (See the Fraternity Standing Rules, Rule XIV. **Section 2.**) Each active member's GPA from the previous academic term shall meet or exceed the chapter-specific GPA requirement of a 3.0. Members will be invited to attend a meeting of the Standards Committee and receive a warning of probation for failure to meet the required GPA. The second consecutive semester the requirement is broken will result in another Standards Committee meeting and social probation. .[AC6] [AC7]

## **RULE IV**

### **REQUIRED CHAPTER EVENTS**

All chapter members shall be required to attend chapter meetings, Formal Pledging, Founders Day, Membership Recruitment, philanthropy event designed by chapter, membership selection activities, and other functions as determined by the chapter.

**Section 1. Programs Involving Children:** This organization, when working with children, will be aware of and abide by the university's Programs Involving Children (PIC) Policy.

## **RULE V**

### **INITIATION**

All initiated collegians shall be required to attend Initiation and all Initiation related activities.

## **RULE VI**

### **MEMBERSHIP COMMITMENT STATEMENT**

The chapter shall annually require each member to sign the Membership Commitment Statement, including sections on legal compliance, personal conduct, and consequences of violations. Members must also sign an event contract.

## **RULE VII TRANSPORTATION**

The chapter shall develop transportation procedures for all chapter events held off campus, in accordance with the Fraternity *Policies*.

**Section 1. Procedures.** The appropriate officer or committee chairman shall determine the transportation procedure before each event. Any chapter member failing to adhere to the established transportation procedures shall be referred to the Standards Committee.

**Section 2. Expenses.** Transportation expenses shall be included in the chapter budget.

## **RULE VIII WEEKLY MEETINGS**

Chapter Council shall establish an annual calendar of weekly chapter meetings. The weekly chapter meeting shall be held on Sunday at 8 p.m. unless special circumstances decided by Chapter Council.

## **RULE IX DISCIPLINARY ACTION**

All chapter members shall adhere to the Fraternity *Bylaws*, *Standing Rules* and *Policies*. Failure to do so may result in disciplinary action.

### **Article II: University Compliance**

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

## **RULE X MEMBER ACCOUNTS**

The chapter member's account is payable in full within 15 days of the date of the bill. The due date shall be stated on each bill.[AC9]

## **RULE X PAYMENT PLAN**

**Section 1. Request for Payment Plan.** The Finance Committee and/or Finance Adviser shall approve requests for payment plans with the member's understanding that all money due shall be paid in full within the term.

**Section 2. Terms.** Payment plan terms shall be established as follows:

- A. Payment 1.** One-fourth of total due within 15 days of the first bill.
- B. Payment 2.** One-fourth of the total due within 15 days of the second bill.
- C. Payment 3.** One-fourth of the total due within 15 days of the third bill.
- D. Payment 4.** One-fourth of the total due within 15 days of the fourth bill.

NOTE: Billhighway divides each itemized fee into equal monthly installment amounts.

**Section 3. Exceptions.** The Finance Adviser shall approve exceptions to the established payments. The member must sign a promissory note if her agreed-upon installment differs from the standing rules.

Although she may be paying on time for her specialized payment agreement, the 3 percent Billhighway

late fee may still apply to her balance if the installments are not paid in full within the allotted grace period.[AC10]

## RULE XI DELINQUENT ACCOUNTS

**Section 1. Past-Due Accounts.** If an account is three days past due, the Treasurer shall meet with the member and establish a deadline for payment that is seven days from the date of the bill or establish a payment plan. If an account becomes more than seven days past due, the member shall be referred to the Standards Committee.

**Section 2. Deferment of Payments.** A request for deferment of payments shall be granted at the discretion of the Finance Adviser. Typical reasons for deferment include delay in receipt of financial aid, grants, or scholarship funds from the university or extreme financial emergencies such as personal or family illness.

**Section 3. Failure to Meet Financial Obligations.** If the deadline for payment is not met, the member shall be referred to the Standards Committee. Failure to pay the delinquency or maintain the payment plan agreement may result in social probation, loss of chapter voting privileges, removal from chapter office, prohibition from initiating due to broken pledge to membership, or removal/Loss of Membership. Once a member is no longer active due to transfer, graduation, removal/Loss of Membership, or disenrollment from the university, the chapter may refer the debt to a collection agency or pursuance through small claims court.[AC11]

### **Article X: Personal Gain Clause**

This organization 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 directly from for-profit companies if acting as a representative of a student organization.

## RULE XII RESIGNATIONS

**Section 1. New Members.** New members may have their charges prorated as follows. Each fee must be considered on an individual basis for its applicability.

### **A. Fraternity Headquarters Fees.**

1. **New Member Fee:** Becomes nonrefundable after 30 days unless her status is marked as Loss of New Member in *KeyReports* before the 30 days expire. If the chapter has already paid this fee to Kappa Kappa Gamma Headquarters, it still should be reflected on the new member's bill.

2. **Per Capita Fee:** Only paid if the new member initiates. If not, this fee can be credited back to the new member's account and the chapter would not owe it to Kappa Headquarters on her behalf.

3. **House Board Fees:** Charged at the discretion of the House Board Treasurer. The chapter will need to find out how House Board would like to handle these charges. House Board could make the chapter responsible for her fees. In this case, the chapter must still charge them to this new member. They may prorate the fees for only the time she was affiliated. House Board may also decide to remove them completely from the chapter bill. The house corporation fee should never be charged to a new member if she does not initiate.

4. **Chapter Dues:** Should be prorated so the amount charged only reflects the new member's level of participation or any expenses incurred on her behalf throughout her affiliation.

**Section 2. Active Members.** Active members may have their charges prorated as follows. Each fee must be considered on an individual basis for its applicability.

**A. Fraternity Headquarters Fees.**

1. **Per Capita Fee:** If the resignation letter is submitted to the chapter and the member's status is updated in *KeyReports* before Oct. 30, this fee can be credited back to the active member's account and the chapter would not owe it to Kappa Headquarters on her behalf. If the resignation letter is submitted after Oct. 30, the chapter will still be expected to pay this fee to Kappa Headquarters on her behalf, so it should still be reflected on the active member's bill.

2. **House Board Fees:** Charged at the discretion of the House Board Treasurer. The chapter will need to find out how House Board would like to handle these charges. House Board could make the chapter responsible for her fees. In which case, the chapter must still charge them to the active member. House Board may prorate the fees for only the time she was affiliated. House Board may also decide to remove them completely from the chapter bill.

3. **Chapter Dues:** Should be prorated using the date her resignation letter was submitted so it only reflects the time within the term that she was considered an active member on the roster regardless of her participation in chapter events. [AC12] [AC13]

## **RULE XIII**

### **CHAPTER PURCHASES**

**Section 1. Reimbursement.** Any member seeking reimbursement for items purchased for chapter activities must submit a fully completed Reimbursement Voucher Form. The member shall not be reimbursed unless this form is received with an itemized receipt.

**Section 2. Prepaid Cards.** Any administrator with a prepaid card must turn over all itemized receipts immediately to the Treasurer. Failure to do so may result in loss of prepaid card privileges. Misuse of the prepaid card may result in a refund to the chapter for the unauthorized or undocumented purchase(s).

**Section 3. Officer Overspending.** If it is unavoidable for an officer to go over budget, the situation must first be discussed at the next Chapter Council meeting and then approved by a majority vote. The officer must create a plan as to how the overage will be offset elsewhere in the budget. If the officer fails to do so, she may be referred to the Standards Committee where a possible consequence may include removal from office. [AC14] [AC15]

## **RULE XIV**

### **HAZING**

Hazing is prohibited and any chapter member failing to comply is subject to disciplinary action. See the Fraternity Bylaws, Article IV. Section 2.

#### **Article VII: Non-Hazing**

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.

## **RULE XV HOUSING**

Management of chapter facilities shall be in accordance with the procedures set forth in the Fraternity resources and established by the House Committee and House Board.

**Section 1. House Rules.** All chapter members shall be subject to the following rules as established by the House Committee and approved by the chapter. The house rules shall include, but not be limited to, the following: closing hours, meal times, quiet hours, use of parking lot, lock-up procedures, procedures for chapter members to have a key to the facility, storage procedures, and vacation closing dates.

**Section 2. Room Assignments.** The House Chair is responsible for roommate assignments.

**A. Procedure.**

1. First priority shall be given to members of Council.
2. The remaining rooms shall be assigned based on the following criteria: Pledge class,

**B. Room and Board.** No member shall receive room and board for free or at a discounted rate.

**Section 3. Live-In Rule.** It is the responsibility of each member to ensure the chapter facility is filled to capacity.

**A. Establishment of Live-In Rule.** The live-in rule shall be in accordance with the Fraternity resources and include the following: timing, procedure, point system, contracts, and such other items appropriate to the chapter.

**B. Exceptions.** Exceptions to the live-in rule may be established in accordance with the Fraternity Policies, Policy V. Section 1. K.

**Section 4. House Committee Responsibility.** The House Committee shall be responsible for the enforcement of the house rules. After the first infraction, the member shall meet with the House Committee. After the second infraction, the member may be referred to the Standards Committee.  
[AC16]

## **RULE XVI VISITATION**

**Section 1. Visitation.** A visitation policy is established in accordance with the Fraternity Standing Rules, Rule XVI.

**Section 2. Procedures.**

**A. Chapter Vote.** The proposed policy shall be approved by a three-fourths vote of the chapter members present at the meeting and voting as well as a three-fourths vote of both Advisory Board and House Board.

**B. Policy Reaffirmation.** All approved policies must be reaffirmed annually by a three-fourths vote of the chapter members present at the meeting and voting, Advisory Board, and House Board.[AC17]

## **RULE XVII LEGACIES**

The chapter shall annually establish a legacy rule prior to Recruitment. Legacies shall be invited to the first   1   set(s) of recruitment rounds. (Must be invited back to 16) Ladies of the Delta Chapter are subject to change opinions on legacies if only voted on once. Legacies receiving and accepting an invitation to the preference round must be included at the top of the bid list. [AC18]

## **RULE XVIII**

## **SPECIAL STATUS**

Members who are unable to participate in chapter activities because of school-related activities shall be granted Special Status. Special Status may be approved for a school-related activity, including an academic demand, internship, student-teaching, varsity athletics, cheerleading, student government, and others as approved by Chapter Council. Chapter Council, with approval of the Finance Adviser, may grant Special Status only to a member in good standing.

**Section 1. Duration.** The duration of Special Status shall be established at the time the request is approved, but shall be less than one school year.

**Section 2. Chapter Totals and GPA.** The member shall be listed on the membership roll and be counted in the chapter total. The member's grades shall be included in the chapter GPA.

**Section 3. Participation.** The member shall participate in chapter activities as her school-related responsibilities allow.

**Section 4. Fees.** The member shall pay the per capita fee and chapter fees according to her degree of participation.

**Section 5. New Member Special Status.** In special cases, a request for Special Status may be granted to a new member. In such cases, approval must be obtained from the District Director.

## **RULE XIX**

### **SPECIAL OCCASIONS**

The chapter shall celebrate Founders Day (October 13) in an appropriate manner. (See the Fraternity Standing Rules, Rule XXIV.)

## **RULE XX**

### **AMENDMENTS**

The chapter Standing Rules may be amended or rescinded by a majority vote of those present and voting after previous notice or by a two-thirds vote of those present and voting without prior notice. A two-thirds vote of the members present and voting shall suspend the standing rules.