

BYLAWS OF
ZETA NU CHAPTER
KAPPA KAPPA GAMMA FRATERNITY

November 21, 2016

ARTICLE I

NAME

In accordance with the wording of the charter of Kappa Kappa Gamma Fraternity, this chapter located in San Diego, California and founded on November 23, 1985 shall be known as Zeta Nu Chapter of Kappa Kappa Gamma Fraternity.

ARTICLE II

PURPOSE

The purpose of this chapter shall be:

To unite women, through membership selection, in a close bond of friendship;

To select members of its choosing;

To properly maintain the organization and operation of the chapter;

To cooperate with the host institution in advancing academic interest and promoting higher standards of social conduct; and

To cooperate with other campus organizations in solving mutual problems and building higher standards of womanhood.

Kappa Kappa Gamma is a nonprofit organization.

ARTICLE III

MEMBERSHIP

Section 1. Membership. Membership in Kappa Kappa Gamma Fraternity shall be in accordance with the provisions of the Fraternity *Bylaws*, Article III. A chapter member in good standing shall be in accordance with the Fraternity *Bylaws*, Article III. Affiliation of a member who transfers to another university or college shall be in accordance with the Fraternity *Bylaws*, Article III.

Section 2. Participation. Members who are unable to participate in chapter activities because of school-related responsibilities may be granted Special Status in accordance with chapter Standing Rules, Rule XVI.

ARTICLE IV

OFFICERS AND STANDING COMMITTEE CHAIRMEN

Section 1. Officers.

A. **Officers.** The officers of the chapter shall be as specified in the Fraternity Bylaws, Article XII. Section 2.

B. **Standing Committee Chairmen.** The Standing Committee Chairmen shall be as specified in the Fraternity Bylaws, Article XII. Section 3.

C. **Special Committees.** Special Committees may be appointed by the Chapter Council and approved by the chapter as deemed necessary.

D. **Duties.** The duties of the officers and Standing Committee Chairmen shall be as specified in the *Leadership Guides*.

1. The Chapter President, Vice President of Organization, or a designated member of Chapter Council will be responsible for hosting fraternity visitors.

2. President, VP of Standards, Treasurer, VP of Organization, Marshal, House Chairman, Membership Chairman, New Member Chairman, Recording Secretary, Philanthropy Chairman, and Public Relations Chairman are expected to be present during Membership Selection, on the side of the chapter. Only with the approval of Chapter Council and the Chapter Adviser will these members be able to participate as Rho Gammas.

E. The duties of the following positions will be:

1. **Assistant Treasurer:** To assist the Treasurer in all financial aspects of the chapter. Specifically, keeping track of and depositing all checks made payable to the Zeta Nu Chapter of Kappa Kappa Gamma for the activities account. The assistant treasurer will serve on the Treasurer committee and also oversee the Merchandise committee.

2. **Assistant Marshal:** To assist chapter council with all activities regarding song (i.e.

membership, ritual, recruitment, and new member) and to assist, the Marshal through Initiation, and the New Member Chairman as needed. Assistant Marshal will take the place of the Marshal if she cannot attend meetings. In addition, she helps to keep up morale with songs at meetings or events and serves on the Ritual and Membership committee.

3. Assistant Public Relations: To assist the Events Chairman with all quarterly formal dances. They're in charge of documenting various events (i.e. formals, sports, philanthropies etc.) through photos and/or videos and keep a record of the chapters accomplishments and activities for the year. Also, they must work closely with the PR and events chairman to organize and update social media for the chapter, including but not limited to recruitment videos.

4. Assistant Membership: To assist the Membership Chairman with the Recruitment process and planning. The specific duties of Assistant Membership include assisting the Membership Chairman in overseeing the party chairs of recruitment, including the logistics of each event and the apparel. Assistant Membership may be present during each recruitment party for purposes of supervision but does not have a vote in Membership Selection. Furthermore, she should be in constant communication with the Membership Chairman and serve on the Membership standing committee.

5. Assistant Philanthropy: To assist the Philanthropy Chairman and manage Kappa's participation in the philanthropic events of other organizations. The External Philanthropy Chairman will encourage and coordinate Kappa's role in the community service and fundraising projects of other organizations, especially those of Panhellenic, IFC, MGC, or Kappa Alumnae organizations. She will serve on the Philanthropy Committee.

6. Assistant New Member: To assist the New Member Chairman with preparation for the New Member period, which includes creating the Key Sis, handbook and KORE group supplement. The Assistant New Member Chairman will specifically work and communicate with Key Sis' and will be in charge of informing Key Sis' of upcoming events during the New Member period. The Assistant New Member Chairman will serve on the New Member Committee.

7. Sports Chairman: To act as the Kappa representative for all Panhellenic ISS sports, arrange all practices, pay fees for sports involvement, and take care of all uniforms, and team coaches. She will also record those Kappas who participated, encourage spirit, involvement, and morale for all events. Furthermore, the sports chairman is responsible for continuous communication with the Panhellenic Chairman as necessary and serving on the Panhellenic committee.

8. Merchandise: To create apparel and accessory designs for Kappa Kappa Gamma. All of the designs must be approved by Panhellenic before they are ordered. The officer is responsible for taking orders from the chapter through email and in-person after the chapter has had a chance to view the design and the price. Officer will continue taking orders for at least a week before merchandise is put into production so the orders will be

processed in a timely matter. Officer will collect merchandise funds, process order invoice and keep track of members' payments as well as pick up and distribute orders in meeting.

9. GIRLS Academy Chairman: To fulfill the duties of the chapter coordinator and work alongside the on-site area coordinator and alumna coordinator as written in the Event Staff Manual. She will serve as the liaison between the Fraternity, Nationals, and Zeta Nu to plan and execute a successful GIRLS Academy.

Section 2. Nomination of Officers and Standing Committee Chairmen.

A. Nominating Committee. The Nominating Committee and the related procedures shall be as specified in the Fraternity Bylaws, Article XII., Section 6., A.

B. Procedures. The chapter shall establish procedures regarding the presentation of the nominee's qualifications.

1. Nominations from the Nominating Committee Slate: As the Nominating Committee Chairman reads each name on the slate, a Committee member shall give a brief statement explaining the nominee's qualifications for office. This statement shall not exceed thirty seconds in length.
2. Nominations from the Floor: After the presentation of the entire slate, the President shall call for nominations from the floor. To make a nomination, a member shall stand, make the nomination, and give a statement explaining the nominee's qualifications for office.
 - a) The statement may not exceed thirty seconds in length.
 - b) Statements shall be limited only to the qualifications of the nominee.
 - c) The nominations may be made for any position in any order and the person being nominated must accept or decline the nomination.
 - d) The nominee, after accepting the nomination does not have to leave the room while the statement is being made.
 - e) The Chapter President shall lead the meeting and shall have the right to rule the speaker out of order if comments made are inappropriate or exceed the aforementioned time limit.
3. Those eligible to vote in chapter elections must be in good standing with the chapter. This includes good standing in the areas of finance, scholarship, attendance and behavior. Furthermore, those chapter members who are eligible to vote must be present at the time

of roll call and must remain present for the entire Chapter Meeting. Chapter members who are planning on studying abroad or leaving during the year may not take or run for positions. This can be waved by a 3/4 vote and recognition by the Nominating Committee.

4. The offices of President, Vice President Standards, Vice President Organization and Vice President of Academic Excellence can only be filled by members who have had at least one year's previous experience on Chapter Council. Exceptions can be made by a majority vote from Nominating Committee

5. Members of the nominating committee cannot take office or system positions the year that they serve on the committee.

Section 3. Elections.

A. Elections. Chapter election of officers and Standing Committee Chairmen shall be held annually between November 1 and March 31, unless the District Director grants an exception. The process of nominating and electing chapter officers and standing committee chairmen should take about six (6) weeks from beginning to end, although only a fraction of this time involves the entire chapter meeting as a group. The suggested timetable for election should be included on the Master Calendar. The basic procedure to be followed by chapters of Kappa Kappa Gamma in the nomination and election of chapter officers is found in:

Fraternity *Bylaws* in the article entitled Chapter Organization and Management, *Standing Rules* and *Policies*.

The Kappa Leadership Guide

Robert's Rules of Order, Newly Revised

B. Voting Procedures. Voting shall be by ballot, and, a majority vote of the members present at the meeting and voting shall elect. In the case of more than two candidates, if no one receives a majority vote, there shall be a run-off between the two candidates receiving the most votes. The chapter may also decide to vote on the sleigh as a whole, but only by unanimous vote to do so.

C. Nominations during Elections. Nominations from the floor can be reopened by a majority vote of Chapter present at meeting, only one time per position. There will be no presentation of the nominee's qualifications. Exceptions will be made only if a candidate has lost in another run-off election and can therefore be re-nominated into another position. However, this candidate cannot be nominated into a new position that has already been voted upon and made official by a majority vote.

Section 4. Installation.

All chapter officers and Standing Committee Chairmen shall be installed at a formal meeting following a satisfactory period of officer training and transitions. The new Chapter Council shall vote on accepting Nomination Committee's recommendation for the six assistant officer positions the evening of officer elections. These new officers shall be trained and installed with the new Chapter Council.

Section 5. Chapter Council.

A. Chapter Council. The Chapter Council shall be the Executive Committee of the chapter and consist of the members specified in the Fraternity Bylaws and the Zeta Nu Bylaws.

B. Duties. The duties of the Chapter Council shall be as specified in the chapter manuals and leadership guides. The Chapter Council shall review the Fraternity Bylaws, Standing Rules, and Policies, along with the chapter Bylaws and Standing Rules at the beginning of each term of office. The chapter bylaws and standing rules should be revised second quarter, every other year or annually if necessary.

Section 6. Removal and Vacancies.

Removal of officers and Standing Committee Chairmen and vacancies in any office shall be filled in accordance with the Fraternity Bylaws with the nomination, voting, and approval of Chapter Council.

ARTICLE V

MEETINGS

Section 1. Chapter Council Meetings.

Meetings of the Chapter Council shall be held once a week during the academic year unless otherwise designated by the chapter President.

Section 2. Chapter Meetings.

- A. An annual calendar of meetings shall be reviewed by Chapter Council after installation of officers.
- B. The calendar shall include the following meetings: formal, informal business, program and committee. Changes in the calendar, if necessary, shall be determined by Chapter Council.
- C. The official agenda of all business meetings shall be in accordance with the procedure outlined in the leadership guide of the Chapter President.

D. No food is allowed at formal meetings. Drinks are allowed.

Section 3. Special Meetings.

A special chapter meeting may be called by the President, the Chapter Council, or upon the written request of two-thirds of the chapter members. The House Chairman shall notify all members of the time, place and purpose of the meeting.

Section 4. Quorum.

A simple majority of the initiated chapter members shall constitute a quorum.

Section 5. Voting.

A majority of the initiated chapter members present at the meeting and voting shall determine all decisions except where otherwise specified in the chapter Bylaws and Standing Rules.

ARTICLE VI

CHAPTER ADVISERS AND ADVISORY BOARD

An adviser to each chapter Standing Committee, Chapter Council, and the Panhellenic Delegate shall be selected annually and approved by the Alumni Association in partnership with the old Chapter Council before new officers are installed and formally transitioned. Duties of the advisers shall be defined in the chapter manuals and leadership guides.

ARTICLE VII

CHAPTER DUES AND FEES

Section 1. Finance. All matters pertaining to chapter finance shall be in accordance with the Fraternity Bylaws, Articles XVII, XVIII, and *Leadership Guides*.

Section 2. Dues. Chapter dues and fees shall be determined by the budget and approved by the chapter members annually.

1. Chapter members current term bills shall be payable in full within seven days of the start of each term (the second Chapter Meeting). New Members' current term bills shall be payable in full within thirty days of formal pledging. The due date shall be stated on each bill.
2. **Payment Plans:** Requests for payment plans shall be granted only with approval of the Finance Chairman. For any approved payment plan, a promissory note showing the exact terms of the payment plan must be signed by the member and finance advisor and given to the treasurer. Payment plan contracts must be

turned in by the first meeting for the quarter for which the member intends to go on a payment plan.

Payment Plan terms shall be established as follows:

Payment 1: Due within 7 days of new term for 50 percent of the original bill

Payment 2: Due within 30 days of the new term for 25 percent of the original bill

Payment 3: Due within 60 days of the new term for 25 percent of the original bill

Extensions of, and exceptions to, existing payment plans shall be granted only with the approval of the Standards Committee, Treasurer and Finance Advisor. These extensions and/or exceptions must be put into writing and signed by all of the aforementioned parties.

3. **Delinquency:** When a payment (or payment plan payment) is 7 days past due, the member shall be referred to the Standards Committee for probationary and/or any future action.
4. **Loss of Membership/Collection Agency:** Failure to pay a delinquent bill may result in loss of membership and referral of the debt to a collection agency.
5. **Non Sufficient Funds Checks:** any member presenting a NSF check will be required to pay for NSF check fees and all subsequent offenses will make all payments by money order or cashiers check for the following year.
6. **Vouchers:** Vouchers must be filled out and approved by the appropriate committee chairman before the Treasurer will write reimbursement checks. Vouchers must have the completed form turned into the Treasurer no later than three weeks after the purchase, and after the second week of a new term no more vouchers for the previous quarter will be accepted. Only one check will be written for each voucher. Exceptions to this may be granted only by the Treasurer.

Section 3. House Corporation/Association Fee.

A. Fees. The House Corporation/Association Fee shall be established annually by the Chapter House Corporation/Association and shall be paid during the pledge quarter.

B. Affiliated Members. A member, who has affiliated with the chapter, shall pay annually 25 percent of the chapter's House corporation/Association Fee or an amount designated by the House Corporation/Association.

ARTICLE VIII

PUBLIC RELATIONS

Section 1. Newsletter.

A chapter newsletter shall be published annually before January 1st. In accordance with the Fraternity *Policies*, solicitation of funds to publish and distribute the chapter newsletter is prohibited. The name of the chapter newsletter shall be decided by the public relations chairperson.

Section 2. Requests for Information.

In accordance with the Fraternity *Policies*, requests for information of any nature or opinions relating to Kappa Kappa Gamma or its members, such as annual reports, questionnaires, evaluation surveys or relationship statements, shall be approved by the Fraternity President or National Panhellenic Conference Delegate before an answer, oral or written, is submitted. Award applications should be reviewed by the National Panhellenic Conference Delegate prior to submission.

Section 3. Endorsements, Promotions and National Publicity.

In accordance with the Fraternity *Policies*, requests for endorsements of products, participation in commercial or political promotions, or pictures and/or articles about the chapter or its members for use by the national media must be approved by Fraternity Headquarters.

ARTICLE IX

ACADEMIC EXCELLENCE

All chapter members must submit verification of grades for each term to the Vice President of Academic Excellence.

Section 1. Validated Grade Records.

Validated grade records shall be submitted to the Vice President- Academic Excellence within 7 days of the beginning of the term. Validated grade changes shall be submitted to

the Vice President-Academic Excellence within 7 days of receipt of the grade change. Validated grade records shall become the property of the Academic Excellence Committee.

Section 2. Study Hours Requirements.

Study hours shall be determined by the Academics Committee and those placed on the period of concern agreement. Study hours are to be completed and documented by a member of the Academic Excellence Committee each week throughout the quarter. If study hours are not completed, the Vice President of Academic Excellence will refer a member to the Standards committee for probationary and/or future action.

ARTICLE X

ATTENDANCE

Section 1. Zeta Nu Attendance Policies.

A. Each member will be allowed two unexcused absences total for Chapter Meetings, Recruitment events, or Initiation events. Following the 3rd, the member will be called into standards. Events that are chapter-wide mandated or committed events as described in Standing Rule 2: Chapter Member Absences are absolutely mandatory. Failure to attend an absolutely mandatory event without a valid excuse submitted on time properly or a replacement will lead directly to a Standards meeting.

1. Unexcused Absence: the following include acceptable unexcused absences: homework, overwhelmed/stressed, sick without a doctor's note, out of town, midterm tomorrow, work, not informing the recording secretary prior to the appropriate time, prof./TA office hours, classes taken on Monday night during meeting if it fulfills no requirement for GE's or major.
2. Excused Absence: The following include acceptable excused absences: attending a wedding, funeral, participation in a university sport, participation in an ISS sport, in the hospital, sick with a doctor's note, family emergency, religious holiday, class that is approved for GE and/or major, section, review session, all terms listed in the period of concern from the Academic committee
3. Excused and Unexcused absences will be voted on by Chapter Council. All excuses that do not fall under these categories will be determined by Chapter Council as well.

B. If a member cannot make it to chapter council or chapter meeting, she is required to call or e-mail recording secretary by 5pm the day before to kappattendance@gmail.com. In regard to mandatory events, members must give RS at least 24 hours notice, more if possible.

C. If a member should arrive 5 minutes late to meeting or leave 15 minutes before

meeting ends, this will be considered a half absence and follow the same rules as above.

D. Chapter attendance should be emailed to the Vice President of Standards every week. Once a member has received two or more unexcused absences, the Standards committee will determine probationary and/or future action.

E. Members have the opportunity to “make-up” an unexcused absence by attending the Chapter Council Meeting on the Sunday prior to the Meeting that is to be missed. This may only be done twice per quarter. The member must notify the recording secretary and the president prior to attending the Chapter Council Meeting.

F. CC members will have 2 absences for chapter council meetings. They should follow the same approval and attendance rules listed above.

G. Signing up to participate in an ISS, philanthropy or other Kappa-related event is considered making a commitment. They should follow the same approval and attendance rules listed above.

H. If chapter members are not alerted of mandatory events at least two weeks in advance, work can be considered an excused absence and members may send their excuses until the day of the event. Nevertheless, CC is able to make events mandatory less than 2 weeks in advance and normal attendance policies apply as usual except work is considered excused.

ARTICLE XI

DELEGATES

Section 1. General Convention. The delegate to the General Convention shall be the chapter President, unless excused by the District Director. To be eligible to vote, the delegate shall be in good standing and accredited by the chapter, according to the Fraternity Standing Rules, Rule II.

Section 2. College Panhellenic Council. The chapter shall send representatives to the College Panhellenic, in accordance with the Fraternity Bylaws, Article XXV., Section 2.

ARTICLE XII

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the chapter in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, the Fraternity Bylaws, Standing Rules, and Policies (Fraternity Bylaws, Article XXVIII.).

ARTICLE XIII

AMENDMENTS

These Bylaws may be amended at any regular business meeting of the chapter by a two-thirds (2/3) vote of those present and voting, provided notice of any proposed amendments has been given at the previous meeting. The proposed amendments shall not conflict with the Fraternity Bylaws, Standing Rules, and Policies.

ARTICLE XIV

NONPROFIT STATEMENT

Kappa Kappa Gamma at UCSD is a non-profit student organization.

ARTICLE XV

RISK MANAGEMENT

Kappa Kappa Gamma at UCSD is a registered student organization at University of California, San Diego, but not part of the University itself.

Kappa Kappa Gamma at UCSD understands that the University does not assume legal liability for the actions of the organization.

For our philanthropy, Kappa Kappa Gamma at UCSD works with underprivileged children from various schools and groups in the San Diego area.

Section 1. In Case of Interaction with Minors and/or the Elderly. Kappa Kappa Gamma at UCSD is aware that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via the Center for Student Involvement, online or in person (in person by request only). [Name of the organization] will develop plan(s) for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CANRA), common sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to minors or the elderly with whom they are working.