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## **THE PHILOSOPHY OF THE KAPPA PHI CLUB**

Kappa Phi is a spirit. It was born to unite young university women in a common purpose of strengthening their lives so that in everyday living they will be able to stand true to Christian principles. Belief in Jesus Christ as the Son of God and perfect example of the children of God is the basic concept for which the Club stands. Belief is also maintained that the young women have both the obligation and the potential to become Christ-like. By strong friendship and the close ties of sisterhood, the Kappa Phi Club will help its members achieve the qualities of a Christian life. To this end, all of the aims, purposes and activities of the Club are dedicated. The result of such a program will fit the members to be loyal and effective workers and leaders in the Church throughout their lives.

Since becoming Christ-like is not a one-step process, but a continual “growing towards,” human beings need to be in constant contact with that which will aid them in this growth. Therefore, the Kappa Phi Club has a two-fold purpose – first, to educate and thereby enrich and deepen personal religious lives; and second, to educate in ways which will enable Kappa Phis to live their Christianity through church and community service. The Kappa Phi Club strives always to help young women become “lights in the darkness.”

## **PURPOSE**

The Kappa Phi Club is a Christ-centered organization for University women. It provides an opportunity for, and challenges them:

- to develop a deeper understanding of God, others and self;
- to realize their individual potential;
- to be a supportive community;
- to be personally involved, active participants and leaders in the life of the Church;
- to commit themselves to positive action.

# **CONSTITUTION OF THE KAPPA PHI CLUB**

## **PREAMBLE**

The Kappa Phi Club is an organization open to university Christian women who wish to unite in friendship and a common search for high values. It is a unique organization; a close-knit sisterhood with spiritual growth and preparation for Christian leadership as its basis.

Founded at the University of Kansas in 1916 by the late Mrs. Gordon B. Thompson, wife of a Wesley Foundation director, the Kappa Phi Club is historically linked to the Methodist Church. Some chapters are sponsored locally by a United Methodist Church. However, it is ecumenical in nature and its membership is open to any university woman who finds interest in the club and its principles.

## **ARTICLE I -- NAME**

The organization shall be known as The Kappa Phi Club for university Christian women and shall be incorporated under the laws of the state of Kansas.

## **ARTICLE II -- AIM**

The aim of this organization shall be to provide a Christian sisterhood for university women that will promote the spiritual growth and active participation for each member in the church and community of today and tomorrow.

## **ARTICLE III -- MEMBERSHIP**

### Section 1. Active Membership

Any woman attending a college or university where a chartered Kappa Phi Club exists or is nearby, who finds interest and meaning in this Christian Group, and is accepting of the Philosophy of the Kappa Phi Club, is eligible to apply for membership.

### Section 2. Honorary Membership

#### A. Honorary Member

1. She shall be a woman prominent in the church-at-large and enthusiastic for the kind of work The Kappa Phi Club undertakes; and/or
2. She shall be a woman who has shown her enthusiasm through her involvement and support of The Kappa Phi Club.
3. She may be elected, subject to the approval of the National Executive Board and upon payment of a national fee as set by the National Council of Chapters.

#### B. Honorary Sponsor

1. She shall be a woman who has been a sponsor of a chapter for two or more years.
2. She may be elected, subject to the approval of the National Executive Board and upon payment of a national fee as set by the National Council of Chapters. (This fee will be waived if the candidate is a Life Member of The Kappa Phi Club.)
3. She shall be eligible for a National office.

#### C. Nominations

1. Nominations for Honorary Membership and Sponsorship must be submitted to the National Sponsor and approved by the National Executive Board.
2. Upon approval of the nomination, the chapter may proceed with the election and installation.

### Section 3. Surrender of Membership

- #### A. Membership shall be forfeited and the pin surrendered when a member is no longer accepting of the Philosophy of the Kappa Phi Club and/or is absent from more than three meetings during the year unless excused because of:
1. Illness;

2. Working hours which interfere with attendance at meetings;
  3. Classes for credit which interfere with attendance at meetings;
  4. Any other excellent excuse approved by the chapter executive committee.
- B. All excuses shall be written and presented to the Membership Secretary of the chapter prior to the meeting or within one week thereafter.
  - C. The chapter executive committee shall be the body to determine when membership shall be surrendered. If the surrendered pin is resold by the chapter, one-half to two-thirds of the original cost may be returned to the woman.
  - D. The chapter Secretary shall make a notation in the *Constitution* beside the name of the woman whose membership has been surrendered.
  - E. The Kappa Phi pin, whether purchased by the individual or the chapter, is always the property of the national organization.
  - F. The chapter Sponsor shall notify the National Secretary when a membership has been surrendered.

## ARTICLE IV -- DEGREES AND RECOGNITIONS

### Section 1. Degrees

There shall be three degrees of membership in The Kappa Phi Club: the Degree of the Pine, the Degree of the Light, and the Degree of the Rose.

#### A. The Degree of the Pine

1. This shall be the first or pledge degree.
2. It shall be conferred upon those meeting the national and local requirements.
3. There shall be an official pin for this degree.

#### B. The Degree of the Light

1. This is the second degree and constitutes full membership.
2. It shall be conferred upon:
  - a. Sponsors who have not already been initiated;
  - b. Honorary Members;
  - c. Those who have received the Degree of the Pine and who have also fulfilled the following conditions:
    - 1). Shown interest and have been ready to do active work when called upon;
    - 2). Attended club meetings regularly, not missing more than two as pledges without excellent excuses.
3. There shall be an official pin for this degree. Every initiate shall have either the official badge or the recognition pin at the time of her initiation. The initiate should understand that the pin is the property of the national organization and that she is subject to the requirements of the pin pledge.
4. The conferring of the degree may be witnessed by anyone eligible to receive the degree, actives, clergy, families of the initiates, and representatives of the church-at-large.

#### C. The Degree of the Rose

1. This is the third degree of membership.
2. It shall be conferred upon any member:
  - a. who is in good standing
    - 1). whose dues are up to date
    - 2). who has met the attendance policy guidelines
    - 3). who has no outstanding debts or obligations to The Kappa Phi Club, and
  - b. who is leaving an active chapter
    - 1). upon completion of her prescribed college course of study (graduate or undergraduate)
    - 2). by transferring to another school that does not have a Kappa Phi chapter
    - 3). quitting school and not likely to return
    - 4). leaving campus to complete degree work (i.e. internship, student teaching) and not returning prior to graduation
  - c. or upon recommendation of the active sponsor
3. There shall be an official pin for this degree.
4. It shall be given by the alumnae, preferably an organized chapter. When no alumnae are available, it shall be given by the sponsor with the assistance of the

patronesses. (Copies of the degree may be secured from the National Publications Coordinator.)

Section 2. Legion of Light Recognition

- A. The Legion of Light Service shall be given at each National Council of Chapters.
- B. An active or alumnae chapter may recognize Legion of Light members in an annual intercession service.
- C. Criteria for Recognition:
  - 1. Recognition shall be limited to women who have been initiated as active members in a chapter of Kappa Phi and have graduated from a chapter or have received or are eligible to receive the Degree of the Rose.
  - 2. This may include women in full time church-related vocations (ministers, missionaries, deaconesses, directors of Christian education, etc.) or other Christian women who carry out the full-time ministry of the laity.
- D. At each Council the Legion of Light membership shall be determined by current recommendations made by active chapters or alumnae to the Legion of Light Committee. In the case of inactive chapters, it shall be the responsibility of the Legion of Light Committee to select members, so far as possible, on behalf of these inactive chapters. Recommendations shall be submitted on an official form provided by the National Executive Board.

## ARTICLE V -- NATIONAL ORGANIZATION AND GOVERNMENT

### Section 1. Organization

This organization shall consist of the Board of Directors, the National Officers, the active and alumnae chapters to be constituted as laid down in the subsequent articles.

### Section 2. Government

- A. The government of The Kappa Phi Club shall be in the hands of the National Council of Chapters.
- B. The Executive Board shall act in the capacity of the National Council of Chapters in all matters requiring action between Council meetings, except the permanent removal of chapters and the amending of the Constitution.
- C. *Robert's Rules of Order*, revised edition, shall be used as the official parliamentary guide for the Kappa Phi Club.

### Section 3. The National Council of Chapters

- A. The National Council of Chapters shall consist of: the Board of Directors; the elected National Officers including the Kora Coordinators; the National Secretary; the Sponsor delegate (who may be the Sponsor, Honorary Sponsor, Associate Sponsor, or Patroness); two official delegates from each active chapter; one official delegate from each chartered alumnae chapter, one delegate representing Members-at-Large, one delegate representing Life Members; and one delegate from each Kora. In the case of active chapters not having an alumnae chapter in their area, they may choose one Member-at-Large or a Life Member, who shall be an official delegate at the National Council of Chapters.
- B. All former National Sponsors in attendance at National Council and not serving on the Board of Directors will be seated as a delegate.
- C. A chapter must have paid national dues for each member in order to be seated as voting delegates at National Council of Chapters. Each delegate must be a member in good standing.
- D. The National Council of Chapters shall meet at the time and place decided upon by the National Council of Chapters or the National Executive Board.
- E. The business of the National Council of Chapters shall be:
  1. To hear or receive reports from the National Officers and the official delegates from the chapters.
  2. To set up ways and means to keep the life and work of the chapters uniform and in line with the high ideals of The Kappa Phi Club.
  3. To elect National Officers.

### Section 4. Korai

- A. The National Council of Chapters shall divide the active and alumnae chapters into geographical regions called Korai.
- B. Each Kora shall plan and execute its own conference in non-Council years.

## ARTICLE VI -- NATIONAL EXECUTIVES

### Section 1. Board of Directors

- A. All matters pertaining to real estate and property affairs of the club shall be managed and controlled by a Board of Directors.
- B. The Board shall be composed of the National Executive Board and three members appointed by the National Executive Board from the following: active Sponsors, Associate Sponsors, Honorary Sponsors or former National Officers who preferably represent different Korai.

### Section 2. National Officers

- A. The elected officers shall be: National Sponsor, National President, National Program Director, National Treasurer, National Alumnae Secretary, National Pledge Coordinator, and the Kora Coordinators.
- B. The National Associate Sponsor shall be elected to serve during the final term of the National Sponsor.
- C. Other National Officers may be appointed by the National Executive Board as deemed necessary.

### Section 3. National Executive Board

- A. The elected officers and appointed office of National Secretary shall comprise the National Executive Board.
- B. Term of Office
  1. A term of office shall be considered the period from election or appointment at one National Council of Chapters through the completion of business of the succeeding Council.
  2. The tenure of office of the elected National Officers with the exception of the National Sponsor, National Treasurer, and the Kora Coordinators, shall be limited to two consecutive terms in any one office.
  3. The tenure of office of the appointed officers and the National Sponsor, National Treasurer and the Kora Coordinators shall be limited to four consecutive terms.

### Section 4. Election of National Officers

- A. The National Officers shall be elected by the National Council of Chapters and installed before the close of Council.
- B. The Kora Coordinators shall be elected by the official delegates of their respective Kora Conference and installed at the close of Kora Conference. (See Bylaws, ARTICLE XV --Section 8.B for additional requirements.)
- C. Eligibility for election and appointment
  1. A nominee must hold a college degree unless waived by the National Executive Board.
  2. She shall be an active member of her church.
  3. She must have had at least two years of Kappa Phi experience.
  4. She must have served on an active or alumnae cabinet.

5. She must have attended at least one National Council of Chapters, which may be the one at which she is elected.
  6. The National President must have served on the National Executive Board, either as an elected or appointed officer who has been physically present at Board Meetings and who has participated in yearly evaluations of the total programming and chapter visitations. The requirement to have previously served may be waived by the National Executive Board.
- D. The National Sponsor and/or National Associate Sponsor must be chosen from the Sponsors of the chapters, honorary Sponsors, past National Officers or outstanding Alumnae.
1. A National Sponsor Search Committee shall be appointed in the fourth year of the National Sponsor's term or as the need arises.
    - a. This committee shall be representative of all geographic and membership categories of Kappa Phi.
    - b. It shall be appointed by the National Executive Board and shall be chaired by the National Sponsor or her designee.
    - c. Its task shall be to identify and solicit nominations for the position; evaluate the nominees' qualifications; and refer the names of the qualified candidates (not more than two) to the Nominating Committee for inclusion on the ballot.
    - d. Nominations for National Sponsor and/or National Associate Sponsor may not be made from the floor unless the candidate's qualifications have been reviewed and certified by the National Sponsor Search Committee.
- E. Nominating Committee
1. The members shall be appointed and shall consist of one Sponsor, two alumnae and two active members.
  2. A member of the National Executive Board shall be an ex-officio member of the Nominating Committee.
  3. Names shall be presented to this committee and from these names the committee may present not more than two candidates for each office. Nominations may be made from the floor.
  4. Nominations may not be made without the consent of the individual.
  5. Nominations for National Sponsor/National Associate Sponsor will come from the National Sponsor Search Committee.

Section 5. Vacancy in a National Office

- A. In case of a vacancy in the office of President, the Sponsor shall appoint a successor with the approval of the National Executive Board.
- B. In case of a vacancy in any other national office, the President shall appoint a successor with the approval of the National Executive Board.
- C. In case of a vacancy in the office of National Sponsor, the Associate Sponsor will immediately assume the Sponsor's duties. If no Associate Sponsor is serving at the time, the National Executive Board will convene a National Sponsor Search Committee. The Committee will be chaired by a former National Sponsor, or if a former National Sponsor is not available, the most senior Kora Coordinator.

1. Its first task shall be to recommend a candidate to serve as interim National Sponsor so the National Executive Board can make an appointment within 90 days of the vacancy occurring.
  2. Its second task shall be to identify and solicit nominations for the position; evaluate the nominees' qualifications; and refer the names of the qualified candidates (not more than two) for inclusion on the ballot at the next National Council of Chapters.
- D. In case of a vacancy in the office of Associate Sponsor, the National Sponsor Search Committee procedures will be followed.

## **ARTICLE VII -- ADMISSION OF CHAPTERS**

### Section 1. Petitioning

Any petitioning body shall file with the National Sponsor a petition signed by at least twenty women eligible for membership (no more than five of whom should be graduating seniors), the dean of women, and the university pastor, or someone acting in these respective capacities.

### Section 2. Procedure

- A. Duties of National Officers
  - 1. The National Sponsor shall:
    - a. Acknowledge the petition and notify the other National Officers.
    - b. Send the petitioning body full directions for forming the probationary Organization.
    - c. Delegate the responsibility for the probationary program among the members of the National Executive Board.
    - d. Arrange for the installation of the chapter upon completion of the probationary program.
  - 2. Each National Officer shall maintain close contact with the respective local officers and report to the other National Officers.
- B. The club, under the supervision of the National Executive Board, shall serve a minimum probationary period of five months after petitioning and shall be required:
  - 1. To gain a thorough knowledge of The Kappa Phi Club.
  - 2. To develop an effective program.
  - 3. To send reports to the Kora Coordinator and the respective National Officers.

### Section 3. Initial Expense

- A. The expense connected with the granting of a charter and the installation of a chapter shall be borne by the petitioning body.
- B. The installation fee shall be determined by the National Executive Board.

### Section 4. Naming of New Chapters

New chapters shall be named alphabetically with Greek letters in the order of installation.

## **ARTICLE VIII -- CHARTERS**

### Section 1. Chapter Requirements

- A. Payment of national dues for 15 active members shall be necessary for the existence of a chapter unless a written request for waiver is submitted to the National Executive Board on the date that active dues are to be paid, October 25 and February 28.
- B. All chapters shall pay the fees and dues prescribed by the National Council of Chapters or are subject to suspension.

### Section 2. Removal of Charters

- A. The removal of charters shall be in the hands of the National Council of Chapters upon the recommendation of the National Executive Board.
- B. Charters may be suspended between meetings of the National Council of Chapters by the National Executive Board.

### Section 3. Procedure for Disbanding

- A. If a chapter wishes to disband, it shall notify the National Executive Board at least one year prior to sending the official request for disbandment.
- B. If a chapter still wishes to disband after this interim, it shall send the official request to the National Executive Board carrying the signatures of the Sponsor, Associate Sponsor, every patroness, every member of the active chapter, every alumnae group, the dean of women, and the university pastor, or someone acting in those respective capacities.
- C. This request shall also include a pro and con statement as to the effectiveness of the organization on the campus.
- D. This petition, with a recommendation of the National Executive Board shall be presented to the next National Council of Chapters for action.
- E. Properties of disbanded chapters will be collected by the respective Kora Coordinator and held in trust by the National Sponsor or her designee. These properties will be returned to the chapter, if feasible, upon reactivation.
- F. The properties of disbanded chapters may be distributed according to guidelines established by the National Executive Board.

## ARTICLE IX -- OFFICIAL INSIGNIA AND MATERIALS

### Section 1. Official Insignia

#### A. Badges

1. The official badge for the Degree of the Pine shall be a small round badge with the Greek letters for Kappa Phi in gold on a background of green. This is surrounded by a band, one-half of which is blue with a pine tree on it, the other half white with a candle on it.
  2. The official badge for the Degree of the Light shall be a gold badge which is in the shape of a shield with a white band on a black background stretching diagonally from the bottom to the top and forming a background for the gold Greek letters, Kappa and Phi. In the lower sections the figure of a lighted candle and in the upper section a conventionalized rose. The edge may be plain, engraved, or have crown-set or close-set pearls with two emeralds in the upper points and one sapphire in the lower point.
    - a. This pin may be worn with a guard formed by the Greek letter of the local chapter, or it may be chained to another pin.
    - b. A special form of this pin having a small diamond set in the rose may be worn by those who have served, or are serving, as National Officers of the Kappa Phi Club.
  3. The official badge for the Degree of the Rose shall be a small oval gold badge with the Greek letters Kappa and Phi in the center and a stylized pink rose in the upper left section.
  4. The recognition pin shall be composed of the plain Greek letters Kappa and Phi joined together without background and without jewels.
  5. The official jeweler shall be determined by the National Executive Board.
- B. The official Seal is centered with a lighted candle in a holder with the Greek letters, Kappa and Phi, at its base. These are encircled by the Kappa Phi aim, which in turn is surrounded by a pine bough and cone design.
- C. The Crest is made of a shield, silver in color, bearing a conventionalized pink rose in the upper right-hand corner, a green pine tree in the upper left-hand corner, and two chevrons of azure at the base; wreathes of silver and green at each side, twined together above the shield, above this a lighted silver candle in a golden holder with a golden glow-about the flame; below the shield the words "Kappa" and "Phi" on a scroll.
- D. The symbols shall be the pine tree, the lighted candle and the pink rose.
- E. The colors shall be the blue of the sky, the green of the pine, and pure white.
- F. The emblem shall be the lamb.

Section 2. The Kappa Phi Hymn, the words of which were submitted by Alpha Chapter in 1917 and the music by Epsilon Chapter in 1922, shall be the official hymn.

### Section 3. Official Materials

- A. The *Candle Beam* shall be the official Kappa Phi Club publication.
- B. The songbook published in 1975 shall be the official Kappa Phi Songbook. It may be revised at the time of reprinting by the National Executive Board.

- C. *The History of Kappa Phi* published in 1955 shall be the official Kappa Phi History. Supplements to the *History*, prepared by the Historian, shall be published every ten years by the National Executive Board.
- D. The *Rituals and Traditions* of the Kappa Phi Club, revised individually since 1989, shall be the official Kappa Phi Ritual. Future revisions may be submitted by the Ritual Committee subject to the approval of the National Council of Chapters and/or the National Executive Board.

## **ARTICLE X -- AMENDMENTS**

Section 1. The Constitution may be amended by a two-thirds vote of the official delegates present at a National Council of Chapters.\_

# **BYLAWS OF THE KAPPA PHI CLUB**

## **ARTICLE XI -- DUTIES OF NATIONAL OFFICERS**

### **Section 1. National Executive Board**

- A. To implement the Kappa Phi Philosophy in the ongoing program of the Club.
- B. To assist and direct the work of the local chapter through periodic reports and correspondence with the respective officers.
- C. To act in the capacity of the National Council of Chapters in all matters requiring action between Council meetings except the permanent removal of charters and the amending of the *Constitution*.
- D. To revise and edit publications.
- E. Each member of the National Executive Board shall be responsible for the efficient functioning of the whole board.

### **Section 2. National Sponsor**

- A. To coordinate and advise the activities of the National Executive Board.
- B. To direct all activity pertaining to extension and installation of chapters.
- C. To oversee all activity pertaining to leadership development for Sponsors, actives and potential leaders.
- D. To supervise chapter visitation.
- E. To keep in touch with the church-at-large.
- F. To be responsible for records and items of historical interest, and all national properties except as designated elsewhere.

### **Section 3. National President**

- A. To assume responsibility for the overall functioning of the National Executive Board and preside at its meetings.
- B. To preside at the National Council of Chapters.
- C. To appoint standing and special committees with the approval of the National Executive Board.
- D. To assist and direct the work of the local chapters through periodic reports and correspondence with the chapter president.
- E. To supply annually to each chapter a list of materials recommended for the local notebooks.

### **Section 4. National Program Director**

- A. Under the direction of the National Executive Board, to assist local chapters in planning, carrying out and evaluating the year's program, incorporating the program areas of worship, study, fellowship and service based on the annual program theme.
- B. To develop resources, tools, and techniques to assist local chapters in program planning and evaluation.
- C. To keep abreast of current program resources and ideas, and communicate them to the chapters.

- D. Under the direction of the National Executive Board, to assist probationary chapters in planning, carrying out and evaluating a year's program incorporating the program areas of worship, study, fellowship and service.
- E. To serve as chairperson of the Council Program Committee (the National Executive Board) to plan the National Council of Chapters.
- F. To serve as the chairperson of the National Program Committee.
- G. Under the direction of the National Executive Board, to communicate guidelines for planning the Kora Conference to the Kora Program Directors.
- H. To fill the office of President in her temporary absence.

Section 5. National Treasurer

- A. To act as registrar and to handle all financial obligations pertaining to the National Council of Chapters.
- B. To send out the call for national dues and tithes one month before they are due.
- C. To pay out money only with the approval of the National Sponsor.
- D. To keep a strict account of all receipts and expenditures and to have her books audited at the end of each fiscal year.
- E. To issue membership cards to initiates upon receipt of their names and fees.
- F. To send Kora funds to the respective Kora Treasurers prior to the Kora Conference.
- G. To keep reports and statistical records of chapters and other materials as may be necessary for the use of the National Officers or National Council of Chapters.

Section 6. National Alumnae Secretary

- A. To promote continuing relationship with Kappa Phi for alumnae members through alumnae chapter membership, Membership-at-large, and Life Membership.
- B. To aid in the internal development of alumnae chapters and to encourage a positive alumnae-active chapter relationship.
- C. To assist in the formation of new alumnae chapters.
- D. To keep an accurate file of Legion of Light members, receive nominations for Legion of Light members, and serve as chairperson of the Legion of Light Review Committee.
- E. To prepare, with the assistance of the National Program Director, the Legion of Light service to be given at each National Council of Chapters.
- F. To serve as the chairperson of the national alumnae organization meeting at the National Council of Chapters.
- G. To administer the National Kappa Phi Alumnae Fund.

Section 7. National Pledge Coordinator

- A. To develop guidelines for pledge coordinators to use for pledge education period.
- B. To correspond with active pledge coordinators and provide resources for pledge and active interaction.
- C. To promote correspondence among pledge coordinators to coordinate activities with other pledge classes from other chapters.
- D. To provide resources, tools and techniques for recruitment and retention of pledges, especially to chapters with fewer than 15 members.
- E. To draft a National Pledge Test to be distributed to each chapter.

- F. To assemble and update the *Pledge Coordinator Handbook*, which shall include meeting outlines and materials to be learned by pledges.
- G. To maintain information on pledges (e.g. names, new recruits, transfers, etc.).
- H. To work with the Program Director to promote the theme through the pledging process.
- I. To serve as chairperson of the Pledge Program Committee

Section 8. Kora Coordinators

- A. To coordinate and supervise the activities within the Kora.
- B. To report regularly to the National Executive Board.
- C. To serve as advisor to the Kora Executive Board.
- D. To be responsible for the records and properties of her Kora.

Section 9. Appointees

The National Executive Board shall appoint persons to carry out the following duties.

- A. An appointee shall be named National Secretary. She shall take minutes of the National Council of Chapters and the National Executive Board meetings. She shall distribute the minutes of the National Council of Chapters within 120 days to members of the National Executive Board and Historian; and a summary of those minutes to each chapter Sponsor and Secretary, each alumnae chapter President, each Kora President and former National Sponsors (complete minutes will be sent upon request). She shall distribute the minutes of the National Executive Board meetings within 30 days to members of the National Executive Board and Historian; and a summary of those minutes to each active chapter Sponsor and Secretary, each alumnae chapter President, Kora President and former National Sponsors.
- B. An appointee shall be named the Candle Beam Editor. She shall supervise, under the direction of the National Executive Board, the form, content and distribution of the *Candle Beam* and aid her successor in preparing the following issue of the *Candle Beam*.
- C. An appointee shall be named National Historian. She shall annually compile each chapter's history, and publish national history supplements as directed by the National Executive Board.
- D. An appointee shall be named Alumnae Records Manager. She shall maintain names and current addresses of all alumnae, assist as necessary in the compilation and distribution of the *National Directory*, and assist the National Executive Board as requested.
- E. An appointee shall be named Publications Coordinator. She shall oversee the printing and distribution of all supplies and publications except the *Candle Beam*.
- F. Other appointees may be named, as necessary, to carry out the work of the organization.

## ARTICLE XII -- NATIONAL COMMITTEES

Section 1. The work of the Club shall be administered by standing committees and special committees as shall be found necessary from time to time.

### Section 2. Standing Committees

- A. The Recognition Committee, composed of the National Executive Board, shall have full charge of evaluating the quality of the work of the chapters and making the following awards:
1. The LeSourd Cup is awarded at the National Council of Chapters to an active chapter on the basis of improvement, growth and development.
  2. The Thompson Trophy is awarded at the National Council of Chapters in recognition of the active chapter that has consistently maintained quality in all areas, especially program and membership.
  3. The Alumnae Tray may be awarded at the National Council of Chapters to an alumnae chapter for an outstanding achievement, event or act benefiting Kappa Phi.
  4. Certificates of Merit may be awarded at the National Council of Chapters for an exceptional achievement. This recognition may be given to active and/or alumnae chapters.
  5. Letters of Commendation are awarded in non-Council years to the chapter or chapters maintaining high standards. This recognition may be given to active and/or alumnae chapters.
- B. The Council Committee shall consist of the National Executive Board with the Program Director as chairperson. This committee shall have the full charge of the preparation for the National Council of Chapters.
- C. The Finance Committee shall consist of one Sponsor, one alumna and one active appointed by the National Executive Board upon the recommendation of the chairperson of the committee, the National Treasurer. This committee shall study all matters pertaining to finance and shall make recommendations to the National Executive Board.
- D. The Legion of Light Committee
1. The Committee shall be appointed by the National President with the National Alumnae Secretary serving as chairperson.
  2. It shall be the function of the committee to:
    - a. Screen alumnae recommended for Legion of Light membership by active chapters and alumnae and select those who are to be honored as Legion of Light members.
    - b. Where necessary, to select members from inactive chapters, or from chapters not making recommendations.
- E. The Extension Committee
1. The Committee of up to 5 alumnae shall be appointed by the National Executive Board to consist of at least one representative from each Kora and the National Sponsor. The National Sponsor will appoint a chairperson from among the committee members.
  2. The purpose of the committee shall be to:

- a. Develop and strengthen new or newly reactivated chapters.
  - b. Identify locations for potential chapters at schools of two- and four-year curricula.
  - c. Identify, equip, and support local extension advisors at these locations.
  - d. Assist in creating a support network for the chapter, including alumnae.
  - 3. The work of this committee shall be financed through the National Development Fund.
- F. The Leadership Committee
- 1. The Committee shall be appointed by the National Executive Board to consist of an alumna as chairperson, the National Sponsor (ex officio), and up to five resource people. Each Kora must be represented on this committee.
  - 2. The purpose of the committee shall be to:
    - a. Direct workshops to continue leadership development for sponsors, actives and potential leaders.
    - b. Develop and train workshop leaders.
    - c. Continually review, update and make available leadership development resources, tools and materials.
    - d. Develop alumnae support for organizational and leadership needs.
    - e. Assist those chapters who are weak in a particular programming area.
    - f. Provide assistance in the search for adult leadership.
  - 3. The work of this committee shall be financed through the National Development Fund.
- G. The National Program Committee
- 1. The Committee shall consist of the National Program Director as chairperson, the Kora Program Directors, and additional committee members as appointed by the National Executive Board. Committee membership shall not exceed 6.
  - 2. The purpose of this committee shall be to:
    - a. Assist the National Program Director in creating, writing, and compiling program resources.
    - b. Interpret, enhance and expand the national program theme as chosen by the National Executive Board.
    - c. Assist in other areas relating to program as requested by the National Executive Board.

### Section 3. Special Committees

Each special committee shall be appointed by the National Executive Board with a sponsor or alumna as chairperson.

- A. The Constitution and Bylaws Committee shall:
  - 1. Have charge of presenting to the National Council of Chapters proposed changes in the *Constitution* and Bylaws.
- B. The Ritual Committee shall:
  - 1. Have charge of presenting to the National Council of Chapters proposed revisions or additions to the ritual of the Club.
  - 2. Prepare ritual services for the use of the local chapters so that all may be uniform.
- C. The Pledge Program Committee shall:

1. Have charge of presenting to the National Council of Chapters proposed revisions and additions to the pledge programs of the Club.
- D. The National Sponsor Search Committee See ARTICLE VI- Section 4.D of the Constitution.
- E. The Nominating Committee See ARTICLE VI- Section 4.E of the Constitution.
- F. The Strategic Plan Committee shall:
1. Review the existing strategic plan.
  2. Update the plan with recommendations for future action, direction, and evaluation for the organization.

## ARTICLE XIII -- NATIONAL FINANCE

### Section 1. Financial Policy

The financial policy of the Club shall be in accordance with the aim of the organization. This shall be accomplished through:

- A. The education of all members in the stewardship of money.
- B. The encouragement of individual stewardship through church and service agencies.

### Section 2. Fiscal Year

The fiscal year shall be from September 1 to August 31 of the following year.

### Section 3. National Dues and Fees

- A. The National Treasury shall be supported by national active dues and pledge and initiate fees consisting of an amount approved by the National Council of Chapters by a two-thirds majority vote. Active dues shall be assessed annually. Active chapters have the option of paying annually no later than October 25 or in two equal installments, the first payment due no later than October 25 and the second payment due no later than February 28. Pledge and initiate fees shall be paid to the National Treasurer no later than one week following each pledging and initiation service. These amounts shall include a one-year subscription to the *Candle Beam*. The Korai treasuries shall receive an amount (not less than ten percent) of the annual national dues and fees as determined by the National Council of Chapters. A member who is excused from attending chapter meetings for an extended period (see ARTICLE III, Section 3.A.) is expected to pay Active dues for that period. Financial assistance may be requested.
- B. All chapters shall pay the fees and dues prescribed by the National Council of Chapters or are subject to suspension.
- C. For alumnae dues see ARTICLE XVII --Section 2.B.2.b of the Constitutional Bylaws.

### Section 4. Tithe

- A. A tithe on the basis of and in addition to the national dues shall be given annually to a Christian mission project(s). The distribution of tithes shall be determined by the National Council of Chapters.
- B. The tithe, based on the national dues, shall be forwarded by the chapter treasurer to the National Treasurer each time national dues are sent whether it be pledge or initiation fees or regular membership dues.

### Section 5. Travel Expenses

- A. The travel expenses of the National Officers shall be paid from the National Treasury.
- B. Travel expenses (based on mileage, the amount to be determined by the National Council of Chapters) to the National Council of Chapters shall be paid from the National Treasury for one official active delegate and the Sponsor from each chapter. Whenever these delegates do not attend the entire session of the National Council of Chapters, the amount given from the Treasury shall be in proportion to the number of days in actual attendance. These delegates shall serve their chapter or Kora during the

following year or repay their travel allowance to the National Treasury unless excused by the National Executive Board.

- C. If a Sponsor is unable to attend a National Council of Chapters, the Associate Sponsor or Acting Sponsor, upon approval of the National Executive Board, may attend the Council with all privileges of the Sponsor.

#### Section 6. National Funds

There shall be four permanent National funds plus a General Fund. The National funds are as follows:

##### A. The National Kappa Phi Alumnae Fund

1. The purpose of the fund shall be:
  - a. To give assistance in paying Kappa Phi membership dues for active chapter members who, because of financial circumstances, otherwise may be forced to withdraw from Kappa Phi.
  - b. To provide pledge and/or initiation fees for candidates who, because of financial circumstances, may not be able to join Kappa Phi.
  - c. To give assistance to active chapters who find themselves in serious financial difficulties.
  - d. To give financial assistance to worthy active or alumnae members and chapter Sponsors attending the National Council of Chapters, and/or her Kora Conference.
  - e. To support other projects which might be designated by the alumnae at the National Council of Chapters.
2. This fund shall be established by the monies previously included in the Chenery and the Thompson funds and increased by the contributions from:
  - a. Chartered alumnae chapters.
  - b. The undesignated portion of the alumnae-at-large dues.
  - c. Other individuals or groups.
  - d. Gifts in memory or in honor of individuals.
3. Procedure for securing assistance:
  - a. The National Treasurer shall receive all applications.
  - b. Applications for assistance:
    - 1). For dues or fees may be made by the member or candidate for membership with the approval of the Sponsor.
    - 2). To an active chapter may be made by the chapter.
    - 3). To attend National Council of Chapters may be made by the active or alumna member with the approval of the Sponsor or alumnae President.
4. Allocation of funds:
  - a. A committee from the National Executive Board with the National Alumnae Secretary as chairperson shall allocate funds for individuals or chapters.
  - b. Allocation to projects other than the above mentioned shall be determined by the alumnae members attending National Council of Chapters.
  - c. Only interest from this fund shall be used annually. The only exception shall be that an amount not to exceed \$1000 per National Council may be used when necessary to provide a more exceptional level of programming at Council.

- B. The National Kappa Phi Development Fund
1. The purpose of this fund shall be to strengthen active and alumnae chapters, recruit and train adult leadership, and develop new chapters through programs that shall be under the direction of the National Executive Board.
  2. This fund shall be supported by Life Memberships, gifts from friends and other projects approved by the National Council of Chapters.
  3. The National Executive Board shall approve all expenditures from the fund.
- C. The Heritage Fund This fund shall be a continuing fund to be used to publish the Kappa Phi History. This fund shall be administered by the National Executive Board.
- D. The National Endowment Fund was established to provide funds for the club in perpetuity. Spending from the fund generally is restricted to the interest. The Endowment Fund is made up of separate endowments, including, but not limited to, the following:
1. The Council Endowment provides funds to offset National Council of Chapters expenses.
    - a. This endowment was established by monies bequeathed by Cornelia and Harriet Darling. Additions may be made through other bequests, gifts and honorariums.
    - b. An amount of \$5,000 must remain in the Council Endowment. Monies above the original \$5,000 may be used to offset the costs incurred at the National Council of Chapters.
    - c. The National Executive Board shall approve all expenditures from the fund.
  2. The Memorial Endowment provides support for quality programming at National Council and other special programming approved by the National Executive Board.
    - a. This endowment was established by monies contributed in memory of Florence Donnenthirth, former National Sponsor, and supplemented by monies given in memory of Lucile LeSourd, former National Sponsor. Additions may be made through memorials and honorariums.
    - b. An amount of \$2,000 must remain in the Memorial Endowment. Interest generated by the Memorial Endowment may be used for quality programming at National Council.
    - c. Additional principle above the original \$2,000 may be used for other special programming projects.
    - d. The National Executive Board shall approve all expenditures from the fund.
  3. The Sponsor Assistance Endowment provides financial assistance to enable active chapter Sponsors, Associate Sponsors, and patronesses to attend the National Council of Chapters and Korai Conferences.
    - a. This endowment was established by funds contributed in honor of Barbara Van Westrienen upon her retirement as National Sponsor. Additions may be made in the form of gifts, memorials and honorariums.
    - b. The original amount of \$1,200 will remain endowed. In addition, one-half of all contributions will be added to the endowment. The other one-half of contributions and all interest accrued may be used to provide assistance to Sponsors and patronesses.
    - c. The National Executive Board shall approve all expenditures from the fund.
  4. The National Service Endowment provides financial assistance to enable actives, sponsors, and alumnae of Kappa Phi to participate in the National Service Project.

- a. This endowment was established by funds contributed in honor of Dianne McKenzie upon her retirement as National Sponsor. Additions may be made in the form of gifts, memorials and honorariums.
- b. The original amount of \$1,000 will remain endowed. In addition, one-half of all contributions will be added to the endowment. The other one-half of contributions and all interest accrued may be used to provide assistance as specified above.
- c. The National Executive Board shall approve all expenditures from this fund

#### **ARTICLE XIV -- AMENDMENTS**

The same rule shall govern amendments to National Constitutional Bylaws as apply to the *Constitution* (See ARTICLE X --Amendments of the *Constitution*).

## **ARTICLE XV -- KORA BYLAWS**

(See ARTICLE V --Section 4 of the Constitution)

### Section 1. Purpose

The purpose of the Kora is to maintain the sense of a wider, intercampus relationship among university Christian women and to provide a means for strengthening and inspiring chapters within a given region.

### Section 2. Government

- A. The government of the Kora Conference shall be in the hands of the Kora Executive Committee, two voting delegates and the Sponsor from each active chapter, one delegate from each alumnae chapter, one delegate representing Members-at-Large, and one delegate representing Life Members. In the case of chapters not having an alumnae chapter in their area, they may choose one Member-at-Large or a Life Member who shall be an official delegate at the Kora Conference.
- B. A chapter must have paid national dues for each member in order for delegates to be seated at Kora Conference. Each delegate must be a member in good standing.
- C. The Executive Committee shall be made up of Kora Officers which includes the Kora Coordinator.

### Section 3. The Kora Conference

- A. A Kora Conference shall be held in non-Council years unless in consultation with the National Executive Board such conferences shall be deemed inadvisable. Reasons for suspending a conference must be filed with the National Sponsor three months before the customary date of the conference.
- B. The time and place of the conference shall be decided by the Kora Executive Committee.

### Section 4. Kora Officers

- A. The elected officers shall be President, Program Director, Secretary-Treasurer, Public Relations Chairperson, Kora Coordinator, and Associate Kora Coordinator (if applicable according to Section 8B).
- B. A hostess for the Kora Conference may be appointed by the Kora Executive Committee.
- C. The Kora, according to its needs, may add other officers or chairpersons.
- D. Term of office
  - 1. The term of office shall be considered the two-year period from election at one Kora Conference through the completion of business at the succeeding Kora Conference.
  - 2. Tenure (except for the Kora Coordinator) shall be limited to two consecutive terms in any one office. (See Article VI, Section 3, B-3 of the Constitution for Kora Coordinator's tenure.)

### Section 5. Eligibility for Office

- A. To be eligible for a Kora Office, a woman shall be an active or alumnae member in good standing and shall have attended a National Council of Chapters or a Kora Conference which may be the one at which she is elected.
- B. The President, Program Director and Secretary-Treasurer shall have served on their local cabinet.
- C. Each officer shall be an active member of her church.
- D. If there is a Kora Alumnae Secretary, she shall be an alumnae member of the Kappa Phi Club.
- E. Each officer must reside in her Kora when elected. Unless waived by the Kora Executive Committee, she should also reside in her Kora during her term of office.

Section 6. Election of Officers

- A. Each Kora shall elect officers at their respective Kora Conferences.
- B. The Nominating Committee shall consist of one chapter Sponsor, an alumna and three active members. The Kora Coordinator shall serve as an ex-officio member.

Section 7. Duties of Officers

- A. The Kora Executive Committee
  - 1. To determine the time and place of the Kora Conference.
  - 2. To plan and execute the program of the Kora Conference under the chairpersonship of the Kora Program Director.
  - 3. To carry out whatever coordination work may be requested by the National Executive Board.
  - 4. To be responsible for having an official delegate to the National Council of Chapters.
  - 5. Each officer shall prepare at a time designated by the Kora Coordinator, a report to be given to the Kora Coordinator.
  - 6. Each officer shall keep a file of material pertaining to her office to give to her successor.
  - 7. To assist probationary organizations within the Kora under the direction of the National Executive Board.
  - 8. To be responsible for securing nominations for Kora Coordinator.
- B. Kora Coordinator
  - 1. See Constitutional Bylaws, ARTICLE XI --Section 8 for duties.
- C. Kora Hostess
  - 1. To serve as chairman of the local arrangements committee under the direction of the Kora Executive Committee in the planning and executing of the Kora Conference.
- D. Kora President
  - 1. To assume responsibility for the overall functioning of the Kora Executive Committee and to preside at its meetings.
  - 2. To preside at the meetings of the Kora.
  - 3. To keep in contact with other Kora Officers.
  - 4. To appoint special committees with the approval of the Kora Executive Committee.
- E. Kora Program Director

1. To serve as chairperson of the Kora Conference Program Committee (the Kora Executive Committee).
  2. To plan the Kora Conference based on the guidelines of the National Executive Board.
  3. To serve on the National Program Committee.
- F. Kora Secretary-Treasurer
1. To take minutes of the Kora Conference, the Kora meeting at the National Council of Chapters and at Kora Executive Committee meetings.
  2. To file a copy of each of these with the Kora Officers, the National Officers, the Sponsor and President of each chapter and the President of the alumnae chapters in the Kora.
  3. To submit the names and addresses of newly-elected Kora Officers to the National President immediately following their election.
  4. To send a copy of the Kora Conference program to each National Officer.
  5. To serve as registrar for the Kora Conference.
  6. To keep an accurate record of all delegates present at the official meeting.
  7. To receive all money and to disperse such upon approval of the Kora Executive Committee.
  8. To keep an accurate financial record of the Kora Conference which shall be sent to the Kora Coordinator, the Kora Officers, and the National Treasurer.
  9. To deposit money in the Kora account.
  10. To have her books audited at the end of each two-year period and forward the report to the National Treasurer.
  11. To file with the Kora Coordinator a list of all persons attending the Kora Conference.
- G. Kora Public Relations Chairperson
1. To be responsible for the public relations of the Kora.
  2. To be responsible for compiling the biennial history of the Kora.
  3. To supervise the publicity of the Kora Conference.
  4. To keep a narrative record of the activities of the Kora Conference and all other Kora meetings, workshops or gettogethers, and to send a copy of each such report to the Kora Officers, the National Officers, Sponsor and President of each active chapter in the Kora and to each alumnae chapter President.
- H. Associate Kora Coordinator
1. Assist Kora Coordinator in her duties.
  2. Perform all other duties for that position as described by the *Kora Officers' Handbook*.

## Section 8. Vacancies

- A. In the event of a vacancy in the office of Kora President, the Kora Coordinator shall appoint a new President.
- B. In the event of a vacancy in the office of Kora Coordinator, nominations for this position shall be secured and submitted to the National Executive Board for their recommendations prior to the Kora Conference. An Associate Kora Coordinator may be elected to serve during the final term of the Kora Coordinator. Nominations for the position of Associate Kora Coordinator shall be secured and submitted to the National

Executive Board for their recommendations prior to the Kora Conference. Associate Kora Coordinator will not be a member of the National Executive Board.

- C. In the event of a vacancy in any other office, the Kora President shall appoint a replacement with the approval of the Kora Executive Committee.

Section 9. Finance

- A. The Kora Conference shall be financed by a registration fee to be paid by each person attending. The amount of the registration fee shall be determined by the Kora Executive Committee.
- B. The expenses of a visiting National Officer shall be paid from the National Treasury. The visiting officer shall be a non-voting delegate appointed by the National Executive Board.
- C. Any other National Officers invited to participate in the Kora Conference shall have their expenses paid by the Kora. If other National Officers find it possible to attend the Kora at their own expense, it is suggested that the Kora recognize them while they are at Conference.
- D. In order to carry on the work of the Kora and to be able to send at least one voting delegate to the National Council of Chapters, each Kora should have the privilege of establishing a financial policy. The Kora fiscal year shall be from September 1 to August 31 of the following year.
- E. Each Kora shall determine the extent of its financial responsibility for its representation to National Council.
- F. The travel expenses (based on mileage) of the Kora Officers for Kora business shall be paid from the Kora Treasury. The amount is to be determined by the Kora Conference.

Section 10. Representation at National Council of Chapters

Each Kora shall be represented by one voting delegate – the Kora President or the Program Director. If neither can attend Council, the Kora Executive Committee shall select an alternate.

Section 11. Amendments to Kora Bylaws

Each Kora may have the privilege of adding bylaws by a two-thirds vote of the delegates present at the Kora Conference. Kora Bylaws may not be in conflict with National Bylaws.

## ARTICLE XVI -- ACTIVE CHAPTER BYLAWS

### Section 1. Government

- A. The government of the active chapter shall be in the hands of the cabinet, which may be assisted by an Advisory Committee.
- B. The cabinet shall consist of the required officers and may include the recommended officers.
- C. The Sponsor, Associate Sponsor, and all dues paying members have voting privileges.

### Section 2. Meetings of the Club

- A. The club shall meet regularly at least twice a month.
- B. The chapter shall provide a hall suitable for the regular meetings of the club, preferably a campus ministry or a local church. The chapter shall lease or hold no property as an organization center, such as a chapter house or a cabinet home.
- C. Pledging shall take place at least once a year.
- D. At least one initiation service shall be held during the year; the time of the service to be left to the discretion of the chapter.
- E. The cabinet shall meet at least once a month. (The preferred plan is a meeting of the cabinet before each regular meeting of the club.)

### Section 3. Officers and Advisors

- A. The elected officers of the active chapter shall be: Sponsor, President, Program Director (Vice President), Pledge Coordinator, Secretary, Treasurer, Editor and Chaplain.
- B. All other officers may either be elected or appointed.
- C. It is recommended that there be not fewer than three nor more than five women, who find interest and meaning in this Christian group and who are active in the work of the local church, serving as patronesses to each chapter except when the chapter exceeds 75 members. Then there may be one additional patroness for each 25 additional members.
- D. Eligibility for Office
  - 1. A member is eligible for an elective office who has been a member for at least one semester and who is a member or an active participant of a church. The President must have served on the cabinet one semester, or preferably one year, and she shall not fill the office of President for more than two years.
  - 2. The Sponsor, preferably a Kappa Phi alumna, shall be a woman vitally interested in the spiritual welfare of university women and active in the work of the local church. When possible, she shall be a college graduate. She shall be approved by the National Executive Board before her election by the chapter. If not already initiated, the Degree of the Light shall be conferred upon her.
  - 3. Any chapter, upon the approval of the National Executive Board may elect an Associate Sponsor. Her election and qualifications shall be the same as those of the Sponsor.

### Section 4. Election of Officers and Advisors

- A. Time of Election: All officers and patronesses shall be elected and installed no later than three (3) weeks prior to the final day of classes of the Spring term as determined by the academic calendar of each school.
- B. The Nominating Committee shall consist of the Sponsor and four actives, preferably seniors. Two actives shall be elected by the membership and two shall be appointed by the president.
- C. Nominations may be made from the floor.
- D. Term of Office
  - 1. The officers shall serve one school year.
  - 2. The Sponsor shall be elected for an eight-year term by the club subject to prior approval of the National Executive Board. She shall serve for not longer than eight consecutive years unless her term is extended by approval of the National Executive Board. A Sponsor cannot be removed without prior approval of the National Executive Board. In case of a conflict, all avenues for resolving conflict using campus, Kora and National Executive Board resources should be exhausted.
  - 3. The Associate Sponsor shall be elected in the same manner as the Sponsor and may assume sponsorship only upon approval of the National Executive Board.
  - 4. The patronesses shall be elected annually at the time of election of chapter officers. They shall be rotated by electing one new one each year and shall not serve more than five consecutive years. They shall assist in every way possible the work of the group.
- E. Vacancies in the cabinet shall be filled by appointment of the President with approval of the cabinet. A vacancy in the presidency shall be filled by election by the cabinet.
- F. A vacancy in the position of patroness may be filled by appointment by the Sponsor with the approval of the cabinet.

#### Section 5. Committees

- A. A chapter may have an Advisory Committee, which shall be composed of the university pastor (or someone serving in their stead), the Sponsor and the patronesses.
- B. There shall be an Executive Committee composed of the President, Program Director, Pledge Coordinator, Secretary, Treasurer, Chaplain and Sponsor.
- C. A chapter may have a Program Committee to assist in planning the program for the year. This committee shall consist of the Program Director as chairperson, President, Chaplain, Sponsors and all program associates.
- D. Special committees may be appointed when necessary.
- E. In smaller chapters, the work of several committees may be combined into one.

#### Section 6. Duties of Required Chapter Officers

- A. Sponsor
  - 1. To give advice and direction to the chapter in its various activities.
  - 2. To be responsible for an accurate initiate and alumnae file, and to send a list of all persons eligible to receive the Degree of the Rose to the National Alumnae Secretary.
  - 3. To be responsible for properties belonging to the chapter.
- B. President
  - 1. To preside over all the meetings of the club and all cabinet meetings.

2. To assume managerial responsibility for the overall program of the chapter.
  3. To supervise and assist the other officers and committees.
  4. To be responsible for the preparation and presentation of the ritual service.
  5. To prepare and send the comprehensive report, at the times designated, to a National Officer designated by the National Executive Board.
- C. Program Director
1. To share the responsibility of the President as far as possible.
  2. To assist the President at all times and fill her office in her temporary absence.
  3. To assume responsibility for directing, planning, and implementation of the chapter program in all areas.
  4. To be responsible for the editing, printing and distribution of a chapter program book in accordance with the requirements established by the National Executive Board which should be distributed to all chapter members, adult leaders and pledges, as well as the National Sponsor, National Program Director, local Kora Coordinator and local Kora Program Director.
- D. Pledge Coordinator
1. To be responsible for the planning, implementation, and evaluation of the pledge program which shall acquaint the prospective members with the philosophy, aim, history and activities of the Club.
  2. To secure the names of prospective members.
  3. To work out a plan whereby each of these women is informed of the nature of the Club.
  4. To arrange for a sufficient number of pledge meetings so that each woman who is initiated may find it possible to attend one.
  5. To keep accurate records of all those who desire to be pledged, those who are pledges, and those who sign for the Degree of the Pine but for some reason fail to appear "checking on the latter and arranging for their pledging if their reason for nonappearance justifies it".
  6. To notify pledges and initiates of the time and place of pledging and initiation, the amount and time of paying the respective fees, and club requirements as to dress of candidates for these services.
  7. To make recommendations to the cabinet for those eligible for the Degree of the Light.
  8. To report how pledges not recommended have failed to fulfill the conditions of the Degree of the Pine.
  9. To be responsible for the preparation of the colors and pins for the pledging service.
  10. To keep a record of candidates for the Degree of the Light who fail to appear and arrange for their initiation if their reason for nonappearance justifies it.
- E. Secretary
1. To record the minutes of the club meetings and the cabinet meetings.
  2. To have charge of the membership roll and to keep accurate records of those members surrendering membership.
  3. To have charge of all the correspondence of the club.
  4. To keep an accurate initiate record with the assistance of the Sponsor.

5. To send the list of chapter officers, and their addresses and telephone numbers, to the National President as soon as officers are installed; and to send their corrected addresses and telephone numbers at the beginning of school in the fall.
  6. To be responsible for the *Constitutions* allotted to the chapter.
- F. Treasurer
1. To receive all dues and fees or other monies.
  2. To pay out money only by order of the cabinet or the President or Sponsor.
  3. To present at the opening business meeting a proposed budget for the ensuing year for the chapter's adoption and forward same to the National Treasurer.
  4. To keep an accurate account of all receipts and expenditures.
  5. To establish a smoothly working system for collecting dues and accepting fees before initiation and pledge services.
  6. To order all publications.
  7. To have charge of ordering pins for the club.
  8. To have her books audited immediately at the end of the chapter's fiscal year and send the auditor's statement to the National Treasurer.
  9. To send all dues, fees and tithe to the National Treasurer at the times designated.
  10. To prepare one typewritten copy of the list of initiates and within one week after initiation to send that copy to the National Treasurer.
- G. Editor
1. To be responsible for providing the National Editor with all the appropriate data from the chapter for the publication in the *Candle Beam*.
  2. To be responsible for providing information to the Kora as requested.
  3. To be responsible for the preparation of articles for the local newspapers concerning the activities of the club.
  4. To keep a file of all articles published.
- H. Chaplain
1. To provide for prayer at meetings.
  2. To direct Bible studies.
  3. To direct devotions throughout the year.
  4. To provide spiritual direction for the chapter.
  5. To direct worship.

### Section 7. Duties of Recommended Officers

- A. Associate Sponsor
1. To assist the Sponsor.
  2. To assume the duties of the Sponsor in her temporary absence.
- B. Associate Pledge Coordinator
1. To assist the Pledge Coordinator.
- C. Program Associates
1. May include Study Chairperson, Service Chairperson, Fellowship Chairperson and an Arts Consultant or Consultants for each of the arts.
  2. To work with the Program Director as a member of the program committee and specifically in the area designated by her office.
- D. Associate Treasurer
1. To assist the Treasurer.

E. Historian

1. To leave on file at the close of the year, a record of the work of the chapter.
2. To keep a scrapbook of samples of invitations, programs, posters, pictures and greetings from other chapters.
3. To have charge of all equipment belonging to the chapter if so designated.

Section 8. Notebooks

All cabinet members shall keep carefully prepared notebooks containing a complete record of the work of the year in their respective departments. These notebooks shall be handed to their successors in office when their term of office has expired.

Section 9. Finance

- A. The National Treasury shall be supported by national active dues and pledge and initiate fees consisting of an amount approved by the National Council of Chapters by a two-thirds majority vote. Active dues shall be assessed annually. Active chapters have the option of paying annually no later than October 25 or in two equal installments, the first payment due no later than October 25 and the second payment due no later than February 28. Pledge and initiate fees shall be paid to the National Treasurer no later than one week following each pledging and initiation service. These amounts shall include a one-year subscription to the *Candle Beam*.
- B. A tithe, on the basis of and in addition to the national dues, shall be forwarded by the chapter Treasurer to the National Treasurer each time national dues are sent, whether it be pledge or initiation fees, or regular membership dues. This tithe shall be given annually to some Christian mission project. The distribution of tithes shall be determined by the National Council of Chapters.
- C. All chapters shall pay the fees and dues prescribed by the National Council of Chapters or be subject to suspension.
- D. The local pledge and initiation fees, and semester or quarter dues shall be determined by a majority vote of the chapter membership. Pledge and initiation fees must be paid prior to the pledge and initiation services.
- E. Each chapter shall be responsible for setting the dates of its fiscal year.

Section 10. Amendments to Active Chapter Bylaws

Each chapter may have the privilege of adding bylaws by a two-thirds vote of the members. A copy of the proposed amendment must be made known to the members two weeks before the vote is to be taken. Chapter Bylaws may not be in conflict with National Bylaws.

**ARTICLE XVII -- ALUMNAE BYLAWS**

Section 1. Aim

The aim of all Kappa Phi alumnae shall be: Every Kappa Phi alumnae active in the church and community of today.

Section 2. Membership

- A. Any initiated member who has received or is eligible for the Degree of the Rose is eligible for alumna membership.
- B. Types of membership
  - 1. Alumnae Chapter (See Section 3).
  - 2. Member at Large Membership
    - a. An alumna member who does not live within a reasonable distance of, or who does not prefer to belong to, an organized alumnae chapter may become a Member at Large.
    - b. Dues shall be paid annually at the time and in the amount set at the National Council of Chapters. Such dues shall include national alumnae dues, a subscription to *Candle Beam*, a tithe and contribution to the National Kappa Phi Alumnae fund.
  - 3. Life Membership
    - a. An alumna may obtain a Life Membership by a contribution, the amount to be determined by the National Council of Chapters, 50% of which is designated to the Development Fund, 40% to the General Fund and 10% to Kora dues. In addition, a 10% tithe will be given.
    - b. An alumna holding a Life Membership will not be required to pay national dues and will receive a subscription to the *Candle Beam* for life.

### Section 3. The Alumnae Chapter

#### A. Purpose

1. It shall be the purpose of the alumnae chapter to provide a continuing sisterhood among Kappa Phis that assists members in the further growth toward Christian maturity.
2. The alumnae chapter shall support the national organization and its programs.
3. The alumnae chapter shall support and assist individual active chapters with the guidance of the chapter sponsor.

#### B. Chartering an Alumnae Chapter

1. A charter may be granted to any group of alumnae, regardless of chapter affiliation. This charter shall be kept by the chapter only so long as it fulfills the purpose of an alumnae organization and pays the required dues to the National Treasury.
2. Any petitioning body shall file with the National Sponsor a petition signed by at least ten members.
3. The expense connected with granting of a charter and the installation of a chapter shall be borne by the petitioning body.
4. The installation fee shall be determined by the National Executive Board.
5. The name of each new chapter shall be according to the area it serves.
6. Any chapter already chartered that desires to change its name from the Greek letters to the area it serves, may do so by notifying the National Executive Board.
7. The removal of charters shall be in the hands of the alumnae assembled at the National Council of Chapters upon the recommendation of the National Executive Board. A chapter wishing to disband shall send a request for disbandment signed by the current chapter members to the National Executive Board.

#### C. Alumnae Chapter Officers

1. The elected officers of an alumnae chapter shall be: President, Program Director (Vice President), Secretary, Treasurer and Alumnae Coordinator. These shall constitute the Executive Committee.
2. Any of these may be combined if deemed advisable or additional offices may be created.

#### D. Duties of Officers

1. President
  - a. To assume responsibility for the overall function of the alumnae Executive Committee and preside at its meetings.
  - b. To preside over all business and cabinet meetings of the chapter.
  - c. To send a report of chapter activities to the National Alumnae Secretary at times designated.
  - d. To have charge of all properties of the chapter.
2. Program Director
  - a. To be responsible for planning the program of the chapter.
  - b. To edit the chapter program book.
  - c. To assist the President at all times and to fill that office in the absence of the President.
3. Secretary
  - a. To record the minutes of the chapter meetings.

- b. To have charge of all correspondence of the chapter including the newsletters and material for the *Candle Beam* and Kora publications.
  - c. To distribute the *Candle Beam*.
  - d. To keep a file of the names of the women receiving the Degree of the Rose.
  - e. To send a list of newly-elected officers and their addresses to the National Alumnae Secretary.
- 4. Treasurer
    - a. To receive all dues and pay all monies by order of the chapter or cabinet.
    - b. To send the national dues, tithe and Kora dues to the National Treasurer to be deposited in the National Treasury.
  - 5. Alumnae Coordinator
    - a. To act as a liaison between the active chapter and the alumnae chapter, attending the cabinet and active chapter meetings whenever possible.
    - b. To keep in close contact with members after they leave the active chapter.
    - c. To encourage cooperation between the alumnae chapter and the United Methodist Women and/or other women's organizations of the church.
- E. Financial Responsibilities
- 1. Dues for members of chartered alumnae groups shall include National and Kora dues, consisting of an amount approved at the National Council of Chapters by a two-thirds majority vote, and shall be sent to the National Treasurer by January 15.
  - 2. A tithe per member on the basis of, and in addition to the national dues, shall be sent with the dues to the National Treasurer.
  - 3. A contribution to the National Kappa Phi Alumnae Fund shall be made by each chapter in order for delegates to be seated at the respective Kora Conference or at the National Council of Chapters.

Section 4. National Alumnae Organization

- A. Alumnae present at the National Council of Chapters shall comprise the voting body of the national alumnae organization.
- B. They shall meet to conduct alumnae business at the National Council of Chapters with the National Alumnae Secretary serving as chairperson.

Section 5. Alumnae Files

- A. National Alumnae File
  - 1. The National alumnae file shall be a working file composed of alumnae involved in and concerned about Kappa Phi, which shall include: all past and present National and Kora Officers, Legion of Light members, Members-at-Large, Life Members, chairpersons and members of national committees, members of alumnae chapters and other alumnae involved in positions of adult leadership in Kappa Phi chapters.
  - 2. It shall be the responsibility of the National Alumnae Secretary to keep this file current and accurate.
- B. Chapter File
  - 1. Each local chapter shall be responsible for keeping an accurate and up-to-date file of its own graduates.
  - 2. It shall be the responsibility of the active chapter Sponsor to keep this file.

Section 6. Representation at Official Meetings

- A. Each chartered alumnae chapter shall be represented by one official delegate at the National Council of Chapters and the Kora Conference.
- B. Active chapters not having an alumnae chapter in their area may choose one Member-at-Large or Life Member, living in their area who shall be an official delegate at the National Council of Chapters and the Kora Conference.
- C. Members-at-Large shall have one official delegate selected by secret ballot from the Members-at-Large attending National Council and Kora Conference.
- D. Life Members shall have one official delegate selected by secret ballot from the Life Members attending National Council and Kora Conference.

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