

Sample Local Chapter Bylaws

INSTRUCTIONS: TO COMPLETE YOUR CHAPTER BYLAWS EASILY, SIMPLY FILL IN THE BLANKS AS NOTED. IF YOUR CHAPTER WANTS TO NOTE OPERATIONAL NUANCES SPECIFIC TO YOUR CHAPTER, ATTACH ADDITIONAL SHEETS WITH ARTICLE AND SECTION NUMBER.

Bylaws for the _____ (Greek chapter name) Chapter of
Kappa Delta Pi, International Honor Society in Education

Article I – The Chapter

Section 1 Name

The designation for the _____ (college/university) Chapter of Kappa Delta Pi is the _____ (Greek chapter name) Chapter.

Section 2 Purpose

The purpose of the _____ (Greek chapter name) Chapter of Kappa Delta Pi shall be to promote excellence in and recognition of outstanding contributions to education. Kappa Delta Pi shall endeavor to maintain a high degree of professional fellowship among its members, to quicken professional growth, and to honor achievement in educational work. To these ends, it shall invite to membership persons who exhibit commendable professional qualities, worthy educational ideals, and sound scholarship, without regard to race, age, color, religion, sex, or disability.

Section 3 Chapter Year

The chapter year shall begin on July 1 and end on June 30.

Section 4 Authority

In all matters of organization and procedures, the Constitution, Bylaws, and Rituals of the International Society of Kappa Delta Pi shall have precedence and should be consulted.

Article II – Membership

Section 1 Qualifications

Membership in the _____ (Greek chapter name) Chapter is open to undergraduate students, graduate students, faculty members, and other professional educators. Invitation to membership in an active chapter at an institution shall be dependent upon fulfillment of the following qualifications without regard to race, age, color, religion, sex, or handicapping condition.

Note: Chapters may increase any of the following requirements, but it must be stated in these bylaws.

1.1 Undergraduate

When seeking membership as an undergraduate student, a candidate must:

- 1.11 have no less than first-term sophomore standing (the equivalent of at least 30 semester hours earned by the end of the term prior to initiation);
- 1.12 have at least 12 hours (or the equivalent) of professional education courses programmed, in progress, or completed, except in fifth-year credential programs;
- 1.13 and, demonstrate that they have a cumulative GPA ranking in the upper quintile of the institution, school, or college, or have a cumulative GPA of 3.0 or higher for all coursework completed.

1.2 Graduate

When seeking membership as a graduate student, a candidate must have:

- 1.21 full graduate standing at _____ (*college/university*);
- 1.22 completed six (6) or more semester hours of graduate work at _____ (*college/university*) where the student is enrolled;
- 1.23 have at least 12 hours (or the equivalent) of professional education courses programmed, in progress, or completed except in fifth-year credential programs;
- 1.24 and, a cumulative GPA of 3.25 or higher for all graduate coursework completed.

1.13 Faculty

The number of faculty initiated at any one initiation ceremony shall not exceed the number of other initiates. When seeking membership as a faculty member, a candidate must:

- 1.31 be a faculty member of _____ (*college/university*);
- 1.32 give evidence of support for the Chapter and its programs.

1.14 Professional Members

When seeking membership as a professional member, a candidate must:

- 1.41 meet qualifications for graduate students listed in 1.12; or
- 1.42 hold a Master's or other advanced degree; or
- 1.43 obtain two letters of recommendation from two supervising administrators; and
- 1.44 have a distinguished performance record consistent with the ideals of Kappa Delta Pi.

1.15 Honorary Members

Qualifications and limitations include:

- 1.51 record of distinguished service in the cause of education.
- 1.52 honorary membership is not open to a person eligible for another membership category listed above or one who holds a degree in education.
- 1.53 no chapter may elect more than two (2) persons to honorary membership during any one Society year.
- 1.54 a person approved for an honorary membership shall be initiated according to the appropriate ritual.

1.16 Students seeking alternative certification and/or licensure:

Qualifications and limitations include:

- 1.61 hold a baccalaureate degree.
- 1.62 completion of at least 12 semester hours of an alternative certification program;
- 1.63 and, demonstrate cumulative grade point average of at least 3.25 on a 4.00 scale.

Section 2 Chapter Membership

2.1 Election to Membership

The membership committee of the local chapter shall present the names of persons found eligible for consideration to:

- 2.11 active members of the local chapter, or
- 2.12 the chapter executive committee.

2.2 Election to Membership

A favorable vote of a majority of members participating in the vote is required for election as long as the group constitutes a quorum under the chapter's governing documents.

2.3 Transfer of Membership between Chapters

An active member of the Society may transfer membership from one chapter to another with the appropriate notification to the Society Headquarters. Multiple chapter memberships are permissible.

2.4 Involuntary Suspension of Individual Members

A member may be suspended for cause. A two-thirds (2/3) vote of the chapter executive committee is required for suspension of chapter membership, and a two-thirds (2/3) vote of the Executive Council is required for suspension of Society membership.

Article III – Finances

The Chapter Treasurer, with the assistance of the Counselor, shall keep accurate records of the assets and the liabilities of the Chapter, and shall receive and expend Chapter monies as the Executive Committee directs.

Section 1 Initiation Fee

The Chapter shall remit to the Society Headquarters of Kappa Delta Pi required information for each initiate, along with the required fees, within two weeks of initiation.

Section 2 Local Dues

Annual dues for the _____ (*Greek chapter name*) Chapter shall be determined by a majority vote of active members present at a regular Chapter meeting and submitted to Headquarters on the Annual Report. Annual local dues are not to exceed annual Society dues.

Article IV – Initiation

All candidates for membership in the _____ (*Greek chapter name*) Chapter shall be initiated according to the prescribed Society ritual. Members initiated previously by another chapter of the Society may be formally received into the _____ (*Greek chapter name*) Chapter according to the official Society reaffirmation ritual.

Article V – Chapter Officers

Each chapter shall include a minimum of President and Treasurer. Refer to the Society bylaws for the responsibilities of officer positions. Additional officers, as indicated in the chapter bylaws and chapter model (selected biennially), should be elected by the chapter.

Section 1 Qualifications

All candidates for officer positions should be active members of both the Society and the _____ (*Greek name*) Chapter.

Section 2 Election

Officers shall be elected and installed a minimum of once each academic year and be reported to Headquarters no later than two weeks after elections are completed.

- 2.1 Method of Election. Chapter officers for the ensuing term shall be elected during any regular meeting of the chapter, or through a ballot sent to all active members, or through a combination of both methods.
- 2.2 Voting. A majority vote of active members participating in the vote shall be required for election.
- 2.3 Vacancies. Should a chapter office become vacant because of resignation, neglect of duty, or other causes, the Counselor and/or President may call a special meeting for the purpose of filling the vacancy. The procedure for filling the vacancy shall be the prerogative of the chapter and shall be described in the chapter bylaws.

Example: The Executive Committee shall fill any vacancy in office occurring during the interim between elections.

Article VI – Chapter Counselor(s)

Each Chapter must have a minimum of one Counselor.

Section 1 Qualifications

The Chapter Counselor must be a member of the university faculty or staff, if an institutional chapter, and an active member of the chapter.

Section 2 Selection of Counselor and Associate Counselor(s)

Each active institutional chapter shall have a Chapter Counselor selected from the faculty or staff of the institution. In such chapters where there is no Counselor, the Dean or designee will be asked to perform the duties of Counselor after appropriate consultation with the members. In addition to Counselor, each chapter may select one or more Associate Counselors. All provisions applicable to the Chapter Counselor shall apply to Associate Counselors. However, at institutional chapters, the Associate Counselor(s) need not be a faculty or staff member.

Section 3 Notification of Counselor Appointment or Change

The name of the Counselor shall be forwarded to the Chapter Services Department within two weeks of counselor appointment or change. A certificate confirming the appointment shall be forwarded to the new Counselor.

Section 3 Removal of Counselor from Office

The Executive Council may, for cause, declare the office of Chapter Counselor vacant. Should this happen, representatives from the Society will work with the institution to appoint a replacement.

Article VII – Meetings

Each chapter shall hold at least two meetings during the Society year. At least one meeting shall include an initiation.

Section 1 Quorum

A quorum shall be defined in the local chapter bylaws. Quorum for the _____ chapter of Kappa Delta Pi is _____.

Example: A simple majority of the voting membership in good standing of the Chapter shall constitute a quorum.

Section 2 Dissolution of Chapter

The process for elective dissolution of a chapter can be found in the Society bylaws.

Section 3 Chapter Web Page

The Chapter Web Page shall:

- 3.1 Support the ideals, mission, and goals of the Society.
- 3.2 Not conflict in any way with the Constitution and Bylaws of the Society.
- 3.3 Contain the following disclaimer:
The opinions and comments expressed via this electronic forum do not necessarily reflect the views of Kappa Delta Pi, International Honor Society in Education.

Article VIII – Committees

Each chapter may maintain the following committees according to their chapter model selected annually.

Section 1 Executive Committee

The executive committee shall consist of the current officers of the chapter including the Counselor and Associate Counselor(s), where there are such officers, and may include the immediate Past-President. It shall be the duty of the Executive Committee to supervise the general activities of the chapter, serve as the official agency for communication, act in emergencies between meetings of the chapter, conduct initiations, and ensure the completion of all required reports.

Section 2 Standing Committees

The following committees shall be appointed annually:

- 2.1 Membership Committee. The membership committee shall receive names of candidates' suggestion for membership; obtain a list of valid candidates from the chapter counselor, co-counselor, designated faculty member or appropriate college/university staff administrator; prepare a list of eligible candidates and, together with the required information, present this to the appropriate chapter body.
- 2.2 Program Committee. The Vice President shall direct the Program Committee. This committee shall be responsible for planning programs for the chapter.
- 2.3 Fund-Raising Committee. The fund-raising committee shall be responsible for planning fund-raising projects for the chapter, the Kappa Delta Pi Educational Foundation, and/or external organizations the missions of which are consistent with Kappa Delta Pi.

Article IX – Amendments

The Bylaws of the _____ (*Greek chapter name*) Chapter may be amended at any regular meeting of the Chapter by a 2/3 vote of active members present, provided that a copy of the proposed amendment(s) has been sent to all active Chapter members at least ten (10) days prior to the meeting. Chapter bylaws must be reviewed every two years and ratified by the chapter membership.

The following signatures certify that these bylaws have been adopted for use by the _____ (*Greek chapter name*) Chapter.

Signatures _____

Chapter Counselor _____ Date _____

Chapter President _____ Date _____

Society Headquarters Approval _____ Date _____