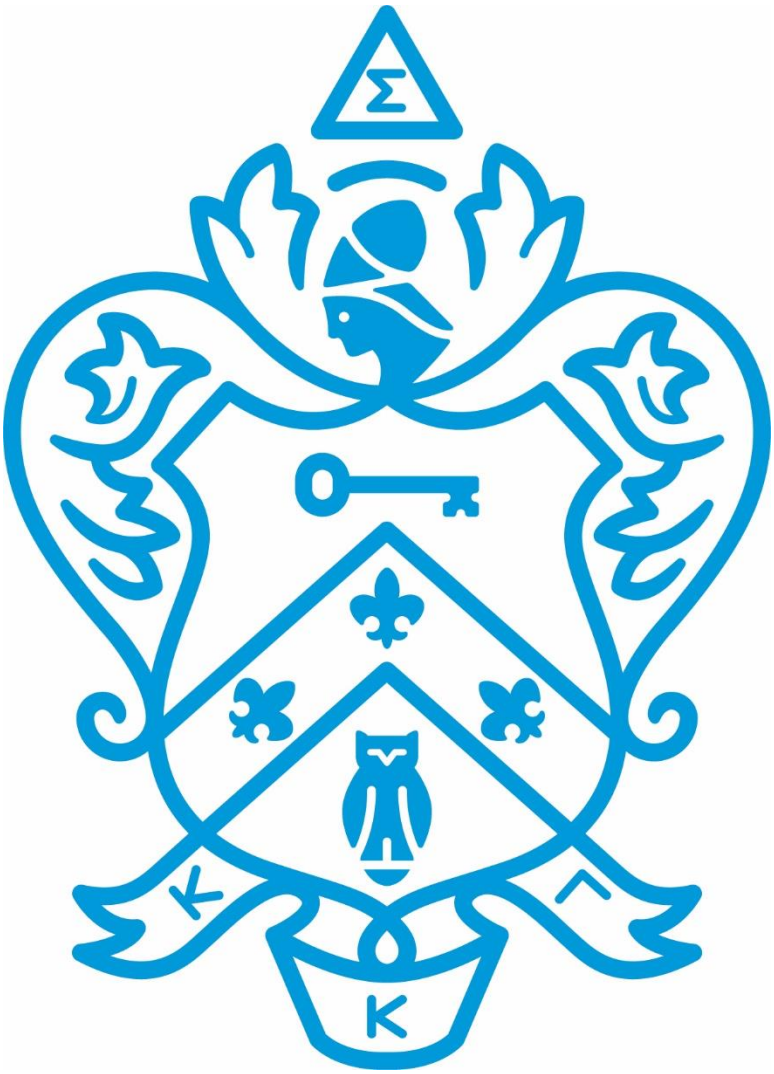
Standing Rules
of
Kappa Kappa Gamma Fraternity



Adopted by the 2022 General Convention.
Revised by the **2024** General Convention.

The Kappa Kappa Gamma Fraternity *Standing Rul*es are not to be shared with the public. If there is a request for a copy of the Fraternity *Standing Rules*, contact the Executive Director.

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1.0 MEMBERS, CHAPTERS, AND ASSOCIATIONS

1.1 Membership Selection.

A. Collegiate New Member Selection. Active members shall be responsible for selecting new members of their chapter. Any initiated member may provide information about qualified women. The electronic voting system selected by the Fraternity shall be used by the chapter.

1. **Participation**. All active members of the chapter shall participate in membership selection unless excused in writing by the designated chapter adviser.
2. **Confidentiality**. All information concerning the membership selection process is confidential and shall be kept within the chapter.
3. **Bid List**. The bid list shall be produced using the overall scoring calculation in the electronic voting system and shall not be manipulated.

B. Alumna Candidate Selection. Alumnae who meet the membership requirements may petition Fraternity Council to be initiated as an alumna member of the Fraternity. A three-fourths vote of Fraternity Council shall be required to grant permission for Alumna Initiation. Such an alumna shall become a member of the collegiate initiating chapter or the special chapter designated by the Fraternity.

1.2 Submitting Grade Verifications. All active and new members shall submit verification of their grades each term to the officer in charge of academic excellence unless the college or university releases the grades directly to the chapter.

1.3 Chapter and Association Archives.

A. Chapter Archives. Each chapter shall maintain the chapter's charter, Fraternity proprietary materials, and records of the chapter's activities and history in its archives. All archive properties pertaining to ritual, except when in use, shall be kept in a locked place. All archived documents, records, resources, and memorabilia that are not secret in nature shall be maintained in a secure manner.

B. Association Archives. Each association shall maintain the association's charter, Fraternity proprietary materials, and the records of the association in its archives.

1.4 Alcohol and Drugs.

A. Chapter and Association Events. Alcoholic beverages, drugs or other controlled substances shall not be used or served in conjunction with any function related to Recruitment, Bid Day, Inspiration Period, chapter philanthropic events, membership selection, chapter meetings, chapter sisterhood events, or services of Fraternity ritual, including Formal Pledging, Initiation, and Founders Day.

B. Chapter Facilities. The use, sale, or possession of alcohol, drugs, or other controlled substances shall not be permitted in a chapter facility or within the area considered part of that property. Members, including alumnae, shall observe the house rules at all times when using the chapter house.

C. Alumna Functions. Alumnae shall abide by event and risk prevention requirements at all functions where active or new members are present.

2.0 DUTIES OF FRATERNITY OFFICERS AND DISTRICT DIRECTORS

2.1 Duties of Fraternity Officers.

A. Duties of All Fraternity Officers. All Fraternity officers shall:

1. Serve as members of Fraternity Council;
2. Support the policies and programs adopted by the membership and Fraternity Council;
3. Hold for safekeeping and reference the latest edition of the *Book of Ritual*, reference materials issued by the Fraternity, and the Kappa Kappa Gamma Fraternity *Bylaws*, *Standing Rules*, and *Policies*;
4. Contribute to the research, development, and execution of a strategic plan;
5. Provide vision and direction to the Fraternity volunteers and Kappa Kappa Gamma Headquarters staff;
6. Provide strategic vision for educational programming;
7. Maintain focus on international and campus trends as well as the needs and possibilities of active and alumna members;
8. Uphold the Fraternity's commitment to diversity, equity, and inclusion;
9. Participate in the identification, cultivation, and retention of volunteers; and
10. Perform the duties prescribed for each officer in the Fraternity *Standing Rules* and such other duties as may be directed by Fraternity Council and as may be prescribed in the parliamentary authority adopted by the Fraternity.

B. Duties of the President. The President shall:

1. Shall be the chief executive officer and official spokesman of the Fraternity;
2. Sign official documents authorized by Fraternity Council;
3. Act as a liaison between the Fraternity and colleges and universities;
4. Preside at the installation of new chapters and, if unable to attend, designate a member of Fraternity Council to preside instead;
5. Be a member *ex officio* of all committees except the Leadership Selection Committee;
6. Call meetings of Fraternity Council and request the attendance of such other members of the Fraternity, as necessary; and
7. Preside at all meetings of the membership and of Fraternity Council.

C. Duties of a Vice President. A Vice President shall:

1. Act as a liaison to District Directors, Content Directors, and committee chairmen for awareness of internal trends; and
2. Recommend to Fraternity Council a review of chapter compliance with Fraternity standards based on recommendations from respective District Directors, Content Directors and staff.

D. Duties of the Treasurer The Treasurer shall:

1. Review regularly scheduled reports of the financial operation of the Fraternity;
2. Be informed on all financial matters;
3. Annually review the Fraternity financial audit and tax returns;

4. Plan for maintaining the efficient financial operation of the Fraternity at Kappa Kappa Gamma Headquarters in collaboration with the Executive Director and the financial director;
5. Present reports with suggestions and recommendations regarding the financial condition of the Fraternity to the Finance Committee and Fraternity Council;
6. Serve as a member of the Finance Committee and oversee the committee's work;
7. Be responsible for the preparation of the annual budget in collaboration with the Executive Director and the financial director and present the budget to the Finance Committee and Fraternity Council by June of each year; and
8. Present financial reports and the proposed budget for the next fiscal year to Convention.

2.2 Duties of a District Director.

A. Primary Duties. A District Director shall:

1. Supervise the organization and management of alumnae associations and chapters in collaboration with the Content Specialists and Kappa Kappa Gamma Headquarters staff;
2. Direct the work of the Content Specialists in collaboration with the respective Content Director;
3. Annually set goals for alumnae associations and chapters in collaboration with the Content Specialists, alumnae associations, and chapters;
4. Evaluate chapters annually in collaboration with the district team;
5. Serve as a liaison to the alumnae association Presidents and chapter Presidents in their district;
6. Identify at-risk alumnae associations and chapters and develop a plan of support in collaboration with Content Specialists and Kappa Kappa Gamma Headquarters staff;
7. Collaborate with Kappa Kappa Gamma Headquarters staff to determine alumnae association and chapter visits;
8. Submit reports to Fraternity Council as requested;
9. Uphold the Fraternity's commitment to diversity, equity, and inclusion; and
10. Participate in the identification, cultivation, and retention of volunteers.

B. Other Duties. A District Director shall perform such other duties as may be prescribed in the Fraternity *Bylaws* or assigned by Fraternity Council.

3.0 DUTIES OF COMMITTEES AND OTHER APPOINTED POSITIONS

3.1 Duties of a Standing Committee Chairman.

A. Primary Duties. A standing committee chairman shall**:**

1. Plan a program for the committee with the approval of Fraternity Council;
2. Communicate regularly with Fraternity Council and committee members;
3. Serve as a voting member of Conventions;

4. Attend other meetings as requested;
5. Maintain files for the committee;
6. Submit reports to Fraternity Council as requested;
7. Submit a committee budget as requested;
8. Monitor the committee budget;
9. Uphold the Fraternity's commitment to diversity, equity, and inclusion; and
10. Participate in the identification, cultivation, and retention of volunteers.

B. Other Duties. A standing committee chairman shall perform such other duties as may be prescribed in the Fraternity *Bylaws* or assigned by Fraternity Council.

3.2 Duties of Standing Committees.

A. Bylaws. The Bylaws Committee shall:

1. Review the amendments to the Fraternity *Bylaws* and *Standing Rules* proposed by the membership, work with Fraternity Council on proposed amendments, and propose such other amendments as may be deemed advisable;
2. Biennially review the Model Chapter Bylaws and Standing Rules;
3. Biennially review chapter Bylaws and Standing Rules for compliance with the Fraternity *Bylaws*, *Standing Rules*, and *Policies*.; and
4. Assist with the creation of new chapter and association Bylaws and Standing Rules to ensure they are compliant with the Fraternity *Bylaws*, *Standing Rules* and *Policies*.

B. Convention. The Convention Committee shall:

1. Investigate potential Convention sites in collaboration with Kappa Kappa Gamma Headquarters staff; and
2. Be responsible for all arrangements for any Convention in collaboration with Kappa Kappa Gamma Headquarters staff subject to the approval of Fraternity Council.

C. Finance. The Finance Committee shall:

1. Make recommendations to Fraternity Council for the financial management of the property and funds of the Fraternity;
2. Monitor and review investments and securities performance according to the Fraternity's investment policy statement;
3. Review special financial projects, professional services, and financial institutions into which funds are deposited;
4. Recommend to Fraternity Council a professional audit firm and annually review the Fraternity financial audit and tax returns and make recommendations on acceptance to Fraternity Council;
5. Annually review the Fraternity's financial policies and procedures, investment policy, and travel policy;
6. Form an Investment Subcommittee that consists of members appointed by the Finance Committee Chairman to oversee the investment strategy;
7. Form a Budget Subcommittee that consists of members appointed by the Finance Committee Chairman to prepare an annual budget;

8. Review and submit the annual budget to Fraternity Council for approval;
9. Review financial arrangements for chapter housing and make recommendations to Fraternity Council;
10. Recommend to Fraternity Council approval of financial drives or campaigns of more than local extent in the name of the Fraternity by a chapter, alumnae association, Advisory Board, House Board, or individual member; and
11. Bring all matters pertaining to the financial matters of the Fraternity to the attention of Fraternity Council.

D. ***The Key*** **Publication.** *The Key* Publication Committee shall supervise the publication of *The Key* in accordance with the direction, goals, and approved budget established by Fraternity Council.

E. **Leadership Education and Development.** The Leadership Education and Development Committee shall:

1. Educate the membership on leadership opportunities and volunteer involvement;
2. Work with Kappa Kappa Gamma Headquarters, the Kappa Kappa Gamma Foundation, and the Fraternity Housing Corporation to review, develop, and implement plans for volunteer identification, cultivation, placement, retention, recognition, and development;
3. Review applications and recommend candidates to Fraternity Council for the Leadership Selection Committee;
4. Create and implement skills development programs in collaboration with the Education and Training Department at Kappa Kappa Gamma Headquarters, including a required training for all elected or appointed volunteers on the subject of diversity, equity, and inclusion;
5. Implement a volunteer feedback program that utilizes the skills development programs for volunteers; and
6. Identify and recommend candidates for other available volunteer and leadership roles within the Fraternity, the Kappa Kappa Gamma Foundation, and the Fraternity Housing Corporation as requested.

F. **Panhellenic Affairs.** The Panhellenic Affairs Committee shall:

1. Represent the Fraternity as a member of the National Panhellenic Conference; and
2. Provide representation at regular and special meetings of Fraternity Council.

3.3 Duties of a Content Director.

A. **Primary Duties.** A Content Director shall:

1. Oversee the work of the Fraternity in their respective content area;
2. Lead the team of Content Specialists in their respective content area;
3. Direct the work of the Content Specialists in collaboration with the respective District Director;
4. Collaborate with Kappa Kappa Gamma Headquarters staff to develop curricula and programming for content-specific topics;

5. Serve as a voting member of Conventions;
6. Attend other meetings as requested;
7. Submit reports to Fraternity Council as requested;
8. Uphold the Fraternity's commitment to diversity, equity, and inclusion; and
9. Participate in the identification, cultivation, and retention of volunteers.

B. Other Duties. A Content Director shall perform such other duties as may be prescribed in the Fraternity *Bylaws* or assigned by Fraternity Council.

3.4 Duties of a Content Specialist.

A. Primary Duties. A Content Specialist shall

1. Serve as a member of the content team and the district team **to** which they are assigned;
2. Build relationships with chapters and associations within the district;
3. Facilitate communication among the chapter, association, Content Director, District Director, and Kappa Kappa Gamma Headquarters staff;
4. Collaborate with the district team on chapter evaluations;
5. Assist alumnae associations with setting goals and programming;
6. Collaborate with the content team on content matters and initiatives;
7. Collaborate with the relevant Content Director and District Director to develop and provide training to alumnae associations and chapters;
8. Attend meetings as requested;
9. Uphold the Fraternity's commitment to diversity, equity, and inclusion;
10. Participate in the identification, cultivation, and retention of volunteers; and
11. Submit reports to Content Directors and District Directors as requested.

B. Other Duties. A Content Specialist shall perform such other duties as may be prescribed in the Fraternity *Bylaws* or assigned by Fraternity Council.

4.0 CONVENTIONS

4.1 Organization of the Convention. The official organization of a Convention to conduct business shall be brought about by the adoption of the credentials report, the Convention Standing Rules, and the agenda.

4.2 Credentialed Delegates.

A. Approved Delegates. Each chapter and association shall file credentials for its delegate and alternates who have been approved by the President and one other officer of the chapter or association.

B. Delegate Accreditation. In order for a delegate to be accredited, the chapter or association represented shall have met all financial and reporting obligations.

C. Delegate Attendance. Each delegate shall remain for the entire period of a Convention and shall be present at all business meetings. In the event it becomes impossible to do so, an accredited alternate may assume the role of delegate.

4.3 Convention Agenda. A Biennial Convention agenda shall include the order of business and the opening and closing ceremonies as required by Fraternity ritual and determined by Fraternity Council. The recommended agenda for a Convention is indicated below. Fraternity Council may alter the order of business as it may deem necessary.

Convention Procession
Call to Order by the Fraternity President
Song
Opening Ritual
Devotional or Inspirational Reading
Song
In Memoriam
Welcome to New Members, New Chapters, and New Alumnae Associations

Order of Business

- Official Organization of the Convention
  - Adoption of the Credentials Report
  - Adoption of Convention Standing Rules
  - Adoption of the Agenda
- Appointment of Additional Committees and Special Announcements
  - Appointment of Convention Committees
  - Special Announcements by the Fraternity President
- Report on Approval of Prior Convention Minutes
- Reports of Officers, Boards, and Standing Committees
  - Report of the Fraternity President
  - Reports of Other Fraternity Officers
  - Report of Fraternity Council Meetings of the Biennium
  - Reports of Standing Committees
- Reports of Special Committees
  - Report of the Leadership Selection Committee
  - Report of the Election Committee
- Special Orders
- New Business
  - Report of the Resolutions Committee
  - Report of the Courtesy Resolutions Committee

Installation of the District Directors and Fraternity Officers
Closing Ritual
Adjournment
Convention Recession

4.4 Convention Committees.

A. Appointment of Convention Committees. The President, with the approval of Fraternity Council, shall appoint all required Convention committees with the exception of the Credentials Committee, which shall be appointed by the Executive Director.

B. Credentials Committee. The Credentials Committee shall validate the credentials of eligible voting members present and prepare a report to the Convention. Each report shall include the value of the alumnae association vote.

C. Tellers Committee. The Tellers Committee shall count the votes at Convention as required and report the results to the chair. The committee shall consist of a chairman and a minimum of two tellers who are nonvoting members.

D. Resolutions Committee. The Resolutions Committee shall review proposed resolutions and motions submitted to the committee by voting members and, at its discretion, shall present the resolutions and motions to the Convention with recommendations for appropriate action. The committee shall consist of the chairman, two District Directors, two Content Directors, eight chapter delegates, and six association delegates. The Bylaws Committee Chairman and the parliamentarian shall serve as advisers.

E. Courtesy Resolutions Committee. The Courtesy Resolutions Committee shall draft courtesy resolutions that express appreciation to those who arranged accommodations for physical needs or rendered services for the Convention and shall present them to the Convention for adoption. The committee shall consist of the chairman, two District Directors, two Content Directors, eight chapter delegates, and six association delegates.

4.5 Convention Expenses.

A. Covered Expenses. Expenses in connection with attendance at a Convention shall be paid by the Fraternity as follows for eligible individuals.

1. **Transportation Expenses.** Transportation expenses based on the lowest airfare or automobile mileage shall be paid by the Fraternity. In no case shall the automobile reimbursement exceed the cost of the lowest airfare. Automobile mileage expense shall be computed from home and, in some instances, from the chapter location.
2. **Housing Expenses.** Housing expenses shall include hotel accommodations or their equivalent.
3. **Other Expenses.** Other expenses shall be paid by the Fraternity as determined by Fraternity Council.

B. Individuals Eligible for Covered Expenses.

1. **Chapter and Association Delegates.** Transportation expenses shall be paid by the Fraternity for chapter and alumnae association delegates.
2. **Fraternity Representatives**. Transportation and housing expenses shall be paid by the Fraternity for Fraternity representatives designated by Fraternity Council. Fraternity officers, District Directors, Content Directors, and standing committee chairmen shall be considered Fraternity representatives.
3. **Kappa Kappa Gamma Headquarters Staff and Special Guests.** Transportation expenses and all other expenses for members of Kappa Kappa Gamma

Headquarters staff with assigned duties and special guests invited by Fraternity Council to attend the Convention shall be paid by the Fraternity.

4. **Extended Stay.** All expenses associated with an extended stay of Fraternity officers, directors, committee chairmen, members, staff, or guests asked by Fraternity Council to arrive prior to the start of or to stay after the conclusion of a Convention shall be paid by the Fraternity.

5.0 FRATERNITY COUNCIL

5.1 Duties of Fraternity Council.

A. Financial Duties. The financial duties of Fraternity Council shall include:

1. Approving the annual budget;
2. Adopting an investment policy statement;
3. Reviewing annually the Fraternity tax returns; and
4. Reviewing and accepting the annual audit report of the independent certified public accounting firm based on the recommendation from the Fraternity Finance Committee.

B. Administrative Duties. The administrative duties of Fraternity Council shall include:

1. Developing and executing a strategic plan;
2. Formulating Fraternity policies;
3. Approving the engagement of the services of professional advisers;
4. Interpreting the Fraternity *Bylaws* and *Standing Rules*;
5. Appointing Fraternity members to all volunteer positions within the Fraternity, filling vacancies that occur, and removing members from appointed positions, if deemed necessary, by a three-fourths vote;
6. Jurisdiction over all cases of loss of membership from the Fraternity and reinstatement;
7. Jurisdiction over all cases of chapter standing;
8. Employing the Executive Director and defining and supervising the duties of the position;
9. Approving the selection of Alumnae Achievement Awards and Loyalty Award recipients;
10. Approving the selection of Convention sites and the arrangements for a Convention;
11. Reporting to the Biennial Convention all actions taken by Fraternity Council; and
12. Giving a biennial report to the Biennial Convention that includes annual reports from District Directors, standing and special committees, Content Directors, and Kappa Kappa Gamma Headquarters.

C. Other Duties. Fraternity Council shall perform such other financial and administrative duties that may be dictated by the Convention or established in the Fraternity *Bylaws* and *Standing Rules* or as required in the management of the Fraternity.

6.0 THE FRATERNITY

6.1 Finance.

- **A. Fiscal Year.** The fiscal year of the Fraternity, chapters, alumnae associations, house corporations, and house associations shall be from July 1 to June 30, inclusive.
- **B. Fraternity Operating Fund.**
  1. **Source of Funds.** The Fraternity operating fund shall receive income from new member fees, per capita fees, reinstatement fees, Convention registration fees, withdrawals from investments, gifts, bequests, memorials, and miscellaneous income.
  2. **Uses.** The Fraternity operating fund shall be used to maintain the Fraternity organization and its purpose, provide each member with a life subscription to *The Key*, and provide for Conventions. It may be used for loans as recommended by the Fraternity Finance Committee and may be lent, invested, donated, and administered for educational, social, endowment, philanthropic, and operational purposes.
- **C. Fees Payment.** Fees shall be payable to Kappa Kappa Gamma Fraternity and sent to Kappa Kappa Gamma Headquarters.
- **D. Bank Accounts.** All funds belonging to the Fraternity, the chapters, the alumnae associations, the house corporations, and the house associations shall be deposited in Federal Deposit Insurance Corporation-insured or Canadian Deposit Insurance Corporation-insured banking institutions or Security Investor Protection Corporation-insured brokerage firms.
- **E. Budget Adjustments.** When necessary, budget adjustments shall be reviewed by the Finance Committee and approved by Fraternity Council.
- **F. Disbursements.** Disbursements shall be made in accordance with the annual budget of the Fraternity.

6.2 Ritual.

- **A. Ritual Changes.** Upon recommendation of Fraternity Council, changes in the ritual shall be submitted to the voting members of the Convention for approval.
- **B. Chapter Initiation of New Members.**
  1. Chapters may select the initiation ceremony in the *Book of Ritual* that meets the needs of the chapter**.** Chapters must receive permission from the Ritual and History Director prior to using the all-in-one initiation ceremony. The initiation ritual in the *Book of Ritual* shall be used in its entirety by chapters and all pre- and post-initiation activities shall be dignified and constructive.
  2. Chapters may hold only one Initiation each term prior to the end of the academic year unless otherwise authorized by the Ritual and History Director. The active members of the chapter shall attend all services connected with Initiation unless excused in writing by a chapter adviser.
  3. At least two weeks before Initiation, the names of the new members to be initiated shall be sent to Kappa Kappa Gamma Headquarters. If the requirements

for Initiation have been fulfilled, Kappa Kappa Gamma Headquarters shall issue the authorization for Initiation.

6.3 Founders Day. Every chapter and alumnae association shall observe Founders Day (October 13) in an appropriate manner.

6.4 Publications.

A. ***The Key*****.** *The Key* shall be the official magazine of the Fraternity.

B. ***The Hoot*****.** *The Hoot* shall be the official publication of a Convention.

C. ***The Proceedings*****.** *The Proceedings* shall be the biennial report of the activities of the Fraternity.

6.5 Insignia, Fraternity Jewelry, and Symbols.

A. Insignia. The designs of the insignia belong to the Fraternity.

1. **Badge of the Fraternity.** The badge of the Fraternity shall be a golden key, one inch in length with the Greek letters ΚΚΓ (Kappa Kappa Gamma) on the stem and ΑΩΟ (Alpha Omega Omicron) on the ward. A badge may either be plain or jeweled.
    a. Only persons duly initiated shall wear the badge.
    b. The badge shall be secured from firms authorized by Fraternity Council and only upon presentation of an official badge order issued by Kappa Kappa Gamma Headquarters or a member making provisions for the disposition of an official badge.
    c. The badge shall be the emblem of membership. When membership is terminated or a member voluntarily resigns, the badge may be returned to Kappa Kappa Gamma Headquarters. The badge shall not be sold or transferred to a nonmember.
    d. Members shall be urged to obtain genuine badges found in the possession of nonmembers and send the badges to Kappa Kappa Gamma Headquarters.
    e. Each member shall make provisions for the disposition of their badge upon their death. The badge shall be returned to Kappa Kappa Gamma Headquarters, left to another member of the Fraternity, chapter or alumnae association, or buried with the member.
2. **Coat-of-Arms.** The Fraternity Coat-of-Arms is described as follows:
    a. The shield shall be azure, bearing in the honor point the golden key of the Fraternity and a golden owl in the middle base. These two charges are separated by a chevron of silver on which lie three fleurs-de-lis of azure.
    b. The crest shall be a wreath of azure and silver resting on the helmeted head of Minerva, thereon a Sigma in Delta in azure hues.
    c. The motto shall be the Greek letters ΚΚΓ (Kappa Kappa Gamma) in silver, resting on a ribbon of azure.
    d. The mantling shall be silver and azure.

3. **Fraternity Council Badge.** The official badge worn by Fraternity Council members shall be a flat, polished golden award key, one-and-one-quarter-inch in length and three-eighths of an inch wide.
    a. The badge shall be the emblem of Fraternity Council membership.
    b. Only members who have served or are serving on Fraternity Council shall wear the badge.
    c. The badge worn by the Fraternity President shall be set with white diamonds, including one white diamond in the center of the handle and the Greek letters ΚΚΓ (Kappa Kappa Gamma) incised in black enamel on the stem. A gold new member pin with three white diamonds shall be attached as a guard to the badge. The badge shall be worn by the President during their term of office and passed on to their successor.
    d. The badge worn by other Fraternity Council members shall be set with blue jewels, including one blue jewel in the center of the handle and the Greek letters ΚΚΓ (Kappa Kappa Gamma) incised in black enamel on the stem. The Fraternity Council member shall retain the badge following their term of office on Fraternity Council.
    e. Each member of Fraternity Council shall have the emblem of their position attached to the stem of their badge.
4. **New Member Pin.** The new member pin of the Fraternity shall be a Delta of dark blue enameled on silver, one-half of an inch on each side, enclosing a Sigma of light blue enamel. Only a person pledged to membership in the Fraternity shall wear it.
5. **Recognition Pin.** The official recognition pin shall be a golden key, five-eighths of an inch in length, with the Greek letters ΚΚΓ (Kappa Kappa Gamma) on the stem.
6. **Official Emblems.** Official emblems of office shall be purchased at the expense of the Fraternity for the members who hold the following positions: Fraternity Council member, National Panhellenic Conference Delegate, Editor of *The Key,* and the Executive Director. The emblem of the position shall be attached to the stem of the badge.
7. **Official Emblem for District Directors.** The District Directors shall have an emblem of their position attached as a guard to their District Director badges. The badges and guards shall be provided by the Fraternity for District Directors to wear during their term of office.
8. **Official Emblem for Content Directors.** Content Directors shall have an emblem of their position attached as a guard to their Content Director badges. The badges and guards shall be provided by the Fraternity for Content Directors to wear during their term of office.

B. Fraternity Jewelry. The Fraternity jewelry shall be limited to the badge of the Fraternity, Fraternity Council badge, new member pin, recognition pin, Coat-of-Arms, and articles decorated with the Coat-of-Arms. The Executive Director shall authorize the production and sale of Fraternity jewelry.

C. Symbols of the Fraternity.

1. **Colors.** The colors shall be light blue and dark blue.
2. **Flower.** The flower shall be the fleur-de-lis.
3. **Jewel.** The jewel shall be the blue sapphire.
4. **Seal.** The seal shall be an arch of seven stones supported by two fluted columns with Corinthian caps. The keystone shall display the badge of Kappa Kappa Gamma and the base of each column, the Greek letters ΚΚΓ (Kappa Kappa Gamma) and each pedestal ΑΩΟ (Alpha Omega Omicron). Between the upper thirds of the columns shall be a volant dove bearing a twig. Between the bases of the columns shall be an open scroll upon a laurel wreath. All shall be placed within a circular border bearing the phrase "Grand Seal of Kappa Kappa Gamma."
5. **Banner.** The banner shall be a vertical, dovetailed white satin banner measuring three feet at the widest point, tapering to two feet at the dovetail. The length shall be five feet. Three fleurs-de-lis of varying hues of blue shall be centered upon the field of white and overlaying them shall be the golden key of Kappa Kappa Gamma appliquéd in full detail. Fringe of gold or white shall outline the dovetail of the banner.

7.0 PROCEDURES

7.1 Leadership Selection Committee Appointment.

A. Application Process. Collegiate and alumna representatives shall be recommended by the Leadership Education and Development Committee to Fraternity Council for appointment to the Leadership Selection Committee following an application process.

1. **Call for Applications.** Following Convention, the committee shall send requests to all chapters, associations, and members seeking applicants interested in serving on the Leadership Selection Committee.
2. **Submitting Applications.** Any member wishing to serve on the Leadership Selection Committee shall submit an application to the Leadership Education and Development Committee by the date specified in the call for applications.

B. Committee Review Considerations. In reviewing the applications, consideration should be given to diversity in the composition of the committee by geography, chapter and association size, campus size and type, leadership qualities, experiences, commitment, and ability to consider the best interests of the Fraternity.

C. Recommendations to Fraternity Council. Following the application and review process, the Leadership Education and Development Committee shall send its recommendations to Fraternity Council for appointment to the Leadership Selection Committee.

7.2 Member Probation.

A. New Member Probation. A new member may be placed on Probation for any of the following reasons: low scholarship, poor academic attitude, violations of the purposes or standards of the Fraternity, failure to meet the Fraternity requirements for initiation, failure to meet financial obligations, violations of the regulations of the college or university, or violations of state, federal, or provincial law.

1. **Standards Committee Investigation**. The Standards Committee shall investigate any charges made against a member and shall proceed as follows:
    a. Investigation. If a member fails to uphold member responsibilities and expectations or upon complaint by a chapter committee, chapter officer, House Director, member of the Fraternity, or official of the college or university, the Standards Committee shall conduct an investigation.
        i. The Vice President Standards shall notify the member of the allegations and invite the member to attend a meeting with the Standards Committee.
        ii. A record of the meeting with the member shall be kept.
        iii. A majority vote of the Standards Committee shall be required to:
            a. Take no further action,
            b. Place the member on Probation, or
            c. Request approval from the Standards Director to request that the member resign or be dismissed.
2. **Probation Process.** A new member, after being informed of the reasons for the proposed Probation and given the opportunity to appear before the Standards Committee, may be placed on Probation by one of the following methods:
    a. The Standards Committee may impose Probation by a three-fourths vote.
    b. A chapter, upon referral from the Standards Committee, may impose Probation by a three-fourths vote.
    c. A member of Fraternity Council, the respective District Director, or the Standards Director may impose Probation. The new member and the Vice President Standards shall be notified of this action.
3. **Term of Probation.** The probationary period of a new member shall be for a specified period not less than two weeks while school is in session nor more than six weeks while school is in session. At the end of the time specified, Probation shall be removed or extended or the pledge to membership shall be broken. Extension of Probation may be granted for a specified period of no more than six weeks while school is in session.
4. **Notification.** The Vice President Standards shall immediately complete a report of the case with the action taken and send it to the Standards Specialist and the Standards Director. The Standards Specialist and Standards Director shall be kept advised of any further action or information pertinent to the case.
5. **Status of a New Member on Probation.** A new member on Probation shall be under the supervision of the Standards Committee. The pin of a new member on Probation may be surrendered to the chapter President if the chapter so desires. No new member shall be initiated into membership while on Probation.
6. **Removal or Extension of Probation.**
    a. If the Standards Committee imposed Probation, the committee shall vote upon removal or extension of Probation. A three-fourths vote of the committee shall be necessary to remove or extend Probation. If after a member has completed two weeks of the probationary period and the

Standards Committee determines the member has completed all probationary terms, the committee may vote to remove Probation early by a three-fourths vote.

b. If the chapter imposed Probation, the chapter shall vote upon removal or extension of Probation. A three-fourths vote of the chapter shall be necessary to remove or extend Probation. The chapter may vote upon removal at any time after two weeks.

c. If a Fraternity Council member, District Director, or the Standards Director imposed Probation, that member may remove or extend Probation at the end of the specified time. If a Fraternity Council member, District Director, or the Standards Director who imposed Probation refuses to remove Probation, the chapter may appeal such action to Fraternity Council, after a majority vote. A majority vote of Fraternity Council shall be necessary to remove Probation.

d. Action leading to the breaking of the pledge to membership may begin if the terms of Probation are violated before the end of the specified time. The Standards Director must grant approval.

B. Active Member Probation. An active member of a chapter may be placed on Probation for any of the following reasons: violation of member responsibilities, failure to adhere to the chapter documents, poor academic attitude, or failure to meet the requirements of an academic support plan.

1. **Standards Committee Investigation**. The Standards Committee shall investigate any allegations made against a member and shall proceed as follows:
   - **a. Investigation.** If a member fails to uphold member responsibilities and expectations or upon complaint by a chapter committee, chapter officer, House Director, member of the Fraternity, or official of the college or university, the Standards Committee shall conduct an investigation.
     - i. The Vice President Standards shall notify the member of the allegations and invite the member to attend a meeting with the Standards Committee.
     - ii. A record of the meeting with the member shall be kept.
     - iii. A majority vote of the Standards Committee shall be required to:
       - a. Take no further action,
       - b. Place the member on Probation, or
       - c. Request approval from the Standards Director to request that the member resign or be dismissed.
2. **Probation Imposed by the Standards Committee.**
   - a. If the Standards Committee believes an active member should be placed on Probation, after informing the member of the reasons for the proposed Probation and having been given an opportunity to appear before the committee, the committee may impose Probation by a three-fourths vote. The committee may submit a statement giving the reason(s) for this action to the chapter.

b. The length of such Probation shall be for a specified period not less than two weeks while school is in session nor more than 10 weeks while school is in session as determined by the Standards Committee or, with the approval of the Standards Director in consultation with the Standards Specialist, for a period of up to six months while school is in session.

3. **Probation Imposed by the Chapter.**
   a. If the Standards Committee considers it advisable, it shall recommend to the chapter that the active member be placed on Probation and notify the Standards Specialist.
   b. The active member shall be informed of the reason(s) for the proposed Probation and shall be given the opportunity to respond in person or in writing at the meeting of the chapter. A three-fourths vote of the chapter shall be necessary to impose Probation.
   c. The length of Probation shall be for a specified period not less than two weeks while school is in session or, with the approval of the Standards Director in consultation with the Standards Specialist, for a period over 10 weeks while school is in session and up to six months while school is in session.
4. **Probation Imposed by a Fraternity Council Member, a District Director, or the Standards Director.**
   a. If a member of Fraternity Council, a District Director, or the Standards Director believes that an active member should be placed on Probation, that member may require the chapter to vote on the question.
   b. If the chapter vote is negative, a Fraternity Council member, a District Director, or the Standards Director may impose Probation. The chapter shall be notified of this action.
   c. The length of Probation shall be for a specified period not less than two weeks while school is in session or, with the approval of the Standards Director in consultation with the Standards Specialist, for a period over 10 weeks while school is in session and up to six months while school is in session.
5. **Notification.** Immediately after an active member has been placed on Probation, the Vice President Standards shall send a complete report of the case with the action taken to the Standards Specialist and the Standards Director. The Standards Specialist and Standards Director shall be kept advised of any further action or information pertinent to the case, including notification of the termination of Probation.
6. **Status of an Active Member on Probation.** An active member who has been placed on Probation shall be under the supervision of the Standards Committee. An active member on Probation shall be required to attend chapter meetings, Initiations, and such other functions the Standards Committee deems advisable. The member may not hold office or vote during the term of Probation unless granted an exception.

7. **Removal or Extension of Probation.**
   - **a. Probation imposed by the Standards Committee:**
     - i. If after a member has completed two weeks of their probationary period and the Standards Committee determines the member has completed all probationary terms, the committee may vote to remove Probation early. A three-fourths vote of the committee shall be necessary to remove Probation. If a three-fourths vote for removal is not obtained, the Standards Committee shall recommend to the chapter that a vote be taken on removal of Probation. A three-fourths vote of the chapter shall be necessary to remove Probation.
     - ii. Provided the Standards Committee has not previously removed Probation, the Standards Committee may remove or extend Probation at the end of the probationary period. Probation may be extended for no less than two weeks while school is in session but no more than six weeks while school is in session by a three-fourths vote. Probation may be removed by a three-fourths vote.
     - iii. If the probationary terms are violated before the end of the probationary period, the Standards Committee, with approval of the Standards Director in consultation with the Standards Specialist, may request the resignation of the member or recommend dismissal.
   - **b. Probation imposed by the chapter:**
     - i. At the end of the probationary period, the chapter may remove or extend Probation. Probation may be extended once for no less than two weeks while school is in session but no more than six months while school is in session by a three-fourths vote. Probation may be removed by a three-fourths vote.
     - ii. At any time after two weeks and prior to the expiration of the probationary period, the chapter may review the progress and vote to remove Probation.
     - iii. If the probationary terms are violated before the end of the specified time, the Standards Committee, with the approval of the Standards Director in consultation with the Standards Specialist, may request the resignation of the active member or recommend dismissal.
   - **c. Probation imposed by a Fraternity Council member, a District Director, or the Standards Director:**
     - i. At the end of the probationary period, the one who imposed Probation shall either remove or extend Probation.
     - ii. A request that Probation be removed may be made by a majority vote of the chapter. If the one who imposed Probation refuses to remove Probation upon request of the chapter, an appeal may be

made to Fraternity Council. A majority vote of Fraternity Council shall be necessary to remove Probation.

iii. If the probationary terms are violated before the end of the specified time, with the approval of the Standards Director in consultation with the Standards Specialist, action leading to a requested resignation or dismissal may begin.

d. If a member leaves school before Probation has expired, the Standards Specialist and the Standards Director shall be notified and shall review the case and present it to Fraternity Council for a vote on the question of the status of the member.

8. **Refusal to Remove Probation.** If the removal of a Probation has been refused after six months, the Standards Specialist and Standards Director shall be immediately notified and action for dismissal may proceed.

7.3 Voluntary Resignation Procedure.

A. Active Member.

1. **Written Request to an Active Chapter.** A member of an active chapter wishing to resign from membership shall present the chapter with a written and dated letter stating the reason(s) for such action. The member shall be given 10 days to reconsider or withdraw their resignation. If the member has not withdrawn the letter of resignation at the expiration of 10 days, a vote shall be taken upon the question of resignation. The Vice President Standards shall send the written statement of resignation and the dated report of the chapter vote to Kappa Kappa Gamma Headquarters.
2. **Written Request for a Nonfunctioning Chapter.** If a chapter is not currently functioning, the active member wishing to resign from membership shall present a written and dated letter to the Standards Director stating the reason(s) for the request. The member shall be given 10 days to reconsider their resignation. If the member has not withdrawn the letter within the allotted time, Fraternity Council shall accept the resignation.
3. **Return of Fraternity Property.** The member may surrender their badge and certificate of membership and shall surrender all Fraternity proprietary materials to the chapter President. If the badge and certificate have been surrendered and the member has voluntarily resigned, the chapter President shall send the badge and certificate of membership to Kappa Kappa Gamma Headquarters.

B. Associate or Alumna Member.

1. **Written Request.** An associate or alumna member wishing to resign from membership in the Fraternity shall present a written, dated letter stating the reason(s) for such request to the Standards Director. The member shall be given 10 days for reconsideration and withdrawal of the request. If the member has not withdrawn their letter within the allotted time, Fraternity Council shall accept the resignation.

2. **Action Taken.** Notice of the action taken shall be sent to the member and Kappa Kappa Gamma Headquarters.
3. **Return of Fraternity Property.** The member may surrender their badge and certificate of membership and shall surrender all Fraternity proprietary materials to Kappa Kappa Gamma Headquarters.

7.4 Loss of Membership.

A. Broken Pledge to Membership. With prior approval of the Standards Director in consultation with the Standards Specialist, a pledge to membership may be broken with or without prior Probation by a three-fourths vote of the chapter.

1. The new member has violated the purposes or standards of the Fraternity or the regulations of the college or university, has been informed of the proposed reasons for breaking their pledge to membership, and has been given the opportunity to appear before the Standards Committee. The Standards Committee may recommend action be taken.
2. A new member whose pledge to membership has expired or has been broken shall not enjoy the privileges of a new member. If the new member whose pledge to membership has expired or been broken is living in the house, House Board shall be notified that the individual is no longer a new member.
3. The pin of a new member whose pledge to membership has been broken shall be surrendered to the chapter President.
4. If the chapter refuses to break the pledge to membership and the Standards Committee, upon review of the case, believes that such action is required for the welfare of the chapter, the Standards Committee shall report its findings with the result of the chapter vote to the Standards Specialist with notification to the Standards Director for such action as Fraternity Council deems advisable.

B. Active Member. In the cases where a member violates their member responsibilities, the chapter, with the approval of the Standards Director, and when appropriate, the Content Director most closely related to the member violation, in consultation with the Standards Specialist, may take immediate action to request a member submit their resignation or recommend that Fraternity Council dismiss the member.

1. **Successful Chapter Vote of Requested Resignation**. Following a successful three-fourths chapter vote to accept a requested resignation, the Vice President Standards shall send the written statement of resignation and the dated report of the chapter vote to Kappa Kappa Gamma Headquarters.
2. Successful Chapter Vote of Dismissal. Following a successful three-fourths chapter vote of dismissal, the Vice President Standards shall notify the Standards Director of the chapter vote to recommend dismissal.
3. **Refusal of a Requested Resignation or Dismissal.** If a chapter refuses to accept a requested resignation or fails to recommend dismissal of a member and the Standards Committee, upon review of the case, believes such action is appropriate, the Standards Committee shall vote upon the question to report its findings and recommendations with the result of the chapter vote to the

Standards Specialist and the Standards Director for presentation to Fraternity Council for such action as Fraternity Council deems advisable.

4. **Fraternity Council Procedure for Dismissal.** Fraternity Council shall review and act upon all cases of dismissal from membership initiated by a chapter or a Standards Committee.
    a. The Standards Specialist shall request a report on the case from the Standards Committee and notify the Standards Director.
    b. The Standards Director shall notify the member in writing that the member has been suspended pending action by Fraternity Council and that the member may submit a written response to the Standards Director within a stated period. The Standards Director shall also notify the chapter, the District Director, the Standards Specialist, and the Executive Director that:
        i. Action for dismissal is pending;
        ii. The member has been suspended; or
        iii. The member has received a written notice of the proposed dismissal.
    c. Upon receiving the notice of Suspension, the member shall have no privileges of membership in the Fraternity.
    d. At the expiration of the time allotted for the member's response which shall not be less than ten days, the Standards Director, after consultation with the Standards Specialist, shall send a summary of the case, including a copy of the member's response (if any), to each member of Fraternity Council. A three-fourths vote of Fraternity Council shall be necessary to dismiss the member.
    e. The Executive Director shall send the member a notice of the action taken by Fraternity Council. The Executive Director also shall send notice to the District Director, the Standards Director, the Standards Specialist, and the chapter.
    f. If a three-fourths vote of Fraternity Council is not obtained, Fraternity Council shall make such recommendations to the chapter as it considers appropriate.
    g. Upon dismissal, the member may surrender their badge and certificate of membership and shall surrender all proprietary materials to the chapter President. If the badge and certificate of membership have been surrendered, the chapter President shall send the badge and certificate of membership to Kappa Kappa Gamma Headquarters.

C. Associate or Alumna Member. An associate or alumna member may be dismissed for violations of the member responsibilities.

1. **Written Complaint.** Any complaint concerning an associate or alumna member shall be made by a member in writing to the Standards Director.
2. **Investigation**. The Standards Director shall make such investigations as may be deemed necessary**.** If the Standards Director determines that the complaint sets

forth grounds for dismissal, the complaint shall be presented to Fraternity Council.

3. **Notification.** If dismissal may be justified, the Standards Director shall notify the member of the reasons for the proposed dismissal and that the member may respond in writing within a stated period.
4. **Vote.** Fraternity Council shall vote on the dismissal of an alumna or an associate member who has transferred and not affiliated with a new chapter. In the case of an associate member who is still affiliated with a chapter, the chapter shall vote on dismissal and then send the recommendation to Fraternity Council. Prior to the date of the vote, the member or the chapter may present a written response to the Standards Director. A three-fourths vote of Fraternity Council (and the chapter in the case of an associate member affiliated with a chapter) shall be necessary to dismiss the member.
5. **Action Taken.** The Executive Director shall send the member a notice of the action taken by Fraternity Council.
    a. **Associate Member.** The Executive Director shall send the member a notice of the action taken by Fraternity Council and shall also send a notice to the District Director, the Standards Director, the Standards Specialist, and the chapter.
    b. **Alumna Member.** The Executive Director shall send the member a notice of the action taken by Fraternity Council and shall also send a notice to the District Director, the Standards Director, the Standards Specialist, and the President of the local alumnae association.
6. **Return of Fraternity Property.** The member who is dismissed may surrender the Fraternity badge and certificate of membership and shall surrender all proprietary materials to Kappa Kappa Gamma Headquarters.

7.5 Establishing a New Chapter.

A. Fraternity Council Decision to Establish a New Chapter.

1. **Directed by Fraternity Council.** Fraternity Council and the District Director of the district involved in the receipt of an extension report shall vote on the question of proceeding with the establishment of a new chapter.
2. **Establishment by Petition.** If the chapter will be established by petition, Fraternity Council shall request the group possessing the qualifications for membership to send a letter of petition signed by members of the group.
3. **Housing Requirement.** If chapter housing is required as part of the extension process, the **Fraternity Housing Corporation Board of Directors and the** Finance Committee shall also file a report prior to the vote.
4. **Vote Required.** A three-fourths vote is required for Fraternity Council to proceed with plans to establish a new chapter.

B. Initiation Into Membership in a New Chapter.

1. All those whose names appear on the petition and all those pledged to membership in a new chapter shall be initiated as charter members, provided

they have fulfilled the requirements of the College Panhellenic Association and the Fraternity. A petitioner or a new member of a new chapter not initiated at the time of the installation of the chapter may be initiated at a later date as a charter member at the discretion of Fraternity Council.

2. Other collegiate members of a petitioning group may be initiated, provided they possess the qualifications for membership and have fulfilled the requirements for initiation. They shall become the first initiates of the new chapter.
3. At the discretion of Fraternity Council, alumna members or sponsors of the petitioning organization may be initiated, provided such alumnae or sponsors have completed at least one year in the college or university, completed a period of Fraternity education, and met their financial obligations.
4. Alumnae who did not attend the installation or first initiation may be initiated within a period of time established by Fraternity Council for such initiations. Some other chapter, specified by Fraternity Council, may initiate alumna members of a group that becomes a chapter. Such alumnae, initiated by proxy, shall become members of the original chapter.

7.6 Chapter Standing.

A. Chapter Accountability. If Fraternity Council believes a chapter is not maintaining adequate standards in the areas of scholarship, conduct, or finance, or is failing to fulfill chapter responsibilities or reporting obligations, an investigation of the situation with appropriate follow-up shall be required.

1. **Procedures.**
    a. Fraternity Council shall direct that an investigation be conducted.
    b. After reviewing the investigation report, a three-fourths vote of Fraternity Council shall be necessary to place a chapter on a Warning of Probation, Probation, or Suspension.
    c. Each of these actions is independent and need not be applied sequentially.
2. **Warning of Probation.**
    a. If Fraternity Council places a chapter on a Warning of Probation, Fraternity Council shall approve the expected improvement, period, and terms of the Warning of Probation.
    b. The Fraternity President shall send the chapter a written notice of such warning.
    c. The chapter's progress shall be evaluated on an ongoing basis under the direction of the District Director in consultation with Kappa Kappa Gamma Headquarters staff.
    d. At the end of the period, the District Director, in consultation with Kappa Kappa Gamma Headquarters staff, shall provide a report to Fraternity Council and Fraternity Council shall determine if the terms have been met.

e. A three-fourths vote of Fraternity Council shall be required to remove or extend the Warning of Probation, place the chapter on another action, or begin proceedings for the removal of the chapter.

3. **Probation.**
   a. If Fraternity Council places a chapter on Probation, Fraternity Council shall approve the expected improvement, period, and probationary terms.
   b. The Fraternity President shall send the chapter a written notice of such Probation.
   c. The chapter's progress shall be evaluated on an ongoing basis under the direction of the District Director in consultation with Kappa Kappa Gamma Headquarters staff.
   d. At the end of the period, the District Director in consultation with Kappa Kappa Gamma Headquarters staff shall provide a report to Fraternity Council and Fraternity Council shall determine if the terms have been met.
   e. A three-fourths vote of Fraternity Council shall be required to remove or extend Probation, place the chapter on another action, or begin proceedings for the removal of the chapter.
4. **Suspension.**
   a. If Fraternity Council votes to suspend the chapter, Fraternity Council shall determine the period, terms, and status of members of the chapter.
   b. The Fraternity President shall send the chapter a written notice of such Suspension.
   c. While a chapter is suspended, campus conditions shall be monitored.
   d. At the end of the period by a three-fourths vote, Fraternity Council shall remove or extend the Suspension, place the chapter on another action, or begin proceedings for the removal of the chapter.
   e. Requirements During Chapter Suspension. The chapter shall fulfill the following requirements during Suspension.
      i. **Chapter Responsibilities.** The chapter shall pay all financial obligations, transfer chapter assets according to the current Fraternity financial policies, and send the chapter's charter, records, and archives to Kappa Kappa Gamma Headquarters.
      ii. **House Corporation or House Association Responsibilities.** The house corporation or house association shall make satisfactory arrangements to settle all financial obligations, including mortgages due to the Fraternity or guaranteed by the Fraternity. They shall convey assets of the house corporation or house association according to the current Fraternity financial policies.
5. **Notification.**
   a. **Warning of Probation.** A notice shall be sent to each member of Fraternity Council, the District Director of the district where the chapter

is located, each Content Director, the Content Specialists of the district where the chapter is located, standing committee chairmen, each Advisory Board member of the chapter, each House Board member of the chapter, and the leadership of the local alumnae association(s).

b. **Probation and Suspension.** A notice shall be sent to each member of Fraternity Council, the District Director of the district where the chapter is located, each Content Director, the Content Specialists of the district where the chapter is located, standing committee chairmen, each Advisory Board member of the chapter, each House Board member of the chapter, each alumna member of the chapter, and the leadership of the local alumnae association(s).

B. Removal of Chapter. Fraternity Council shall initiate and supervise the removal of a chapter. A chapter may or may not have been on a Warning of Probation, Probation, or Suspension prior to the vote of Fraternity Council to proceed with removal.

1. **Reasons for Removal.** The process may be initiated for any of the following reasons.
   a. If a chapter fails to show sufficient evidence of the improvement required at the close of a Warning of Probation, Probation, or Suspension.
   b. If a chapter fails to comply with the requirements and procedures of the Fraternity *Bylaws*, *Standing Rules*, and *Policies.*
   c. If the general conditions of a chapter are below the standards of the Fraternity after efforts to improve have failed.
   d. If the best interests of the Fraternity will be served by the removal of a chapter.
2. **Unfavorable Conditions.** If circumstances exist within a chapter or in a college or university that make the continuance of a chapter undesirable, a Fraternity representative(s) shall contact the chapter and the administration of the college or university where the chapter is located to make an investigation of conditions that may warrant removal of the chapter. A report shall be made to Fraternity Council.
3. **Initiating the Removal of a Chapter by Fraternity Council.**
   a. Upon consideration of the report, Fraternity Council shall vote on the question of initiating the procedure for removal of the chapter. A three-fourths vote shall be required.
   b. A member of Fraternity Council or the District Director of the district where the chapter is located shall notify the chapter in person of Fraternity Council's decision to proceed with the removal of the chapter. If in-person notification is not possible due to extenuating circumstances, an alternate notification method may be used instead.
   c. The Executive Director shall send a notification of the action taken by Fraternity Council that details the reasons for the action and the date set for the vote on the removal of the chapter to each District Director, each Content Director, each Content Specialist in the district where the

chapter is located, standing committee chairmen, each Advisory Board member of the chapter, each House Board member of the chapter, and each alumna member of the chapter.

4. **Vote to Remove a Chapter.**
    a. Those entitled to vote on the removal of a chapter shall be each District Director, each Content Director, each Content Specialist in the district where the chapter is located, and each standing committee chairman. A three-fourths vote shall be required.
    b. Notice shall be sent to those members eligible to vote at least 30 days prior to the date for the close of voting. The notice shall include the reasons for the action and the date(s) for voting.
    c. Voting may be conducted by mail or by utilizing an internet-based electronic voting system.
        i. **Mail**. The official ballot and voting instructions shall be mailed at least 14 days prior to the date set for the return of the ballot.
        ii. **Electronic Voting System**. Instructions for voting shall be sent 14 days in advance of the final day for voting.
    d. The Executive Director shall be responsible for all acts that are necessary, desirable, or appropriate to conduct the vote and to report the results to Fraternity Council, consulting with the Fraternity's legal counsel in performing these duties as may be necessary.
5. **Notification.**
    a. If the required vote for the removal of a chapter is obtained, the chapter shall be deemed removed without further action by the Fraternity as of the date on which the Executive Director certifies the result or such other date, if any, specified in the ballot.
    b. The Executive Director shall, upon certifying the result, immediately send a notice of removal of the chapter that includes the result of the vote to each collegiate member of the chapter, each alumna member of the chapter, each Advisory Board member of the chapter, each House Board member of the chapter, each member of Fraternity Council, each District Director, each Content Director, each Content Specialist, standing committee chairmen, special committee chairmen, each chapter President, each alumnae association President, the administration of the college or university where the chapter is located, and others as determined by Fraternity Council.
    c. If a three-fourths affirmative vote is not obtained, the Executive Director shall immediately send the results of the vote to each member of Fraternity Council, each District Director, each Content Director, each Content Specialist in the district, standing committee chairmen, each Advisory Board member of the chapter, each House Board member of the chapter, each collegiate member of the chapter, and each alumna

member of the chapter with notification from Fraternity Council stating the status of the chapter.

6. **Status During Removal.** During removal, the chapter shall be ineligible to recruit for membership in the Fraternity, initiate members into the Fraternity, or be represented by a delegate to a Convention.
7. **Requirements During Chapter Removal.** The chapter shall fulfill the following requirements during removal.
    a. **Chapter Responsibilities.** The chapter shall pay all financial obligations and transfer chapter assets according to the current Fraternity financial policies. The District Director shall take charge of the chapter's charter and archives and transfer them to Kappa Kappa Gamma Headquarters.
    b. **House Corporation or House Association Responsibilities.** The house corporation or house association shall make satisfactory arrangements to settle all financial obligations, including mortgages due to the Fraternity or guaranteed by the Fraternity. It shall convey assets of the house corporation or house association according to the current Fraternity financial policies.

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