KEYS TO A
SUCCESSFUL CHAPTER

BYLAWS: FOUR-YEAR REVIEW AND REVISIONS

Prepared by the Chapters and Charters Committee
1994, Updated 2017
KAPPA KAPPA KAPPA, INC.
Bylaws: Four-Year Review and Revisions

Most modern organizations adopt bylaws and standing rules to govern the group.

Tri Kappa has State Bylaws that govern all chapters. These Bylaws address the following: name and object of the organization; qualification of members; officers, their election and duties; meetings; how to amend bylaws.

State Convention may amend these Bylaws by two-thirds (2/3) vote provided amendments have been

- approved by the chapter or Council presenting them.
- received by the State Parliamentarian prior to December 1, of the even-numbered years.
- sent by the State Parliamentarian to Chapter Presidents and members of State Convention at least eight (8) weeks prior to State Convention.

Chapter Bylaws contain the information that is important to the work and smooth running of the organization. A group should not be able to amend these bylaws within one meeting. Any amendment should be submitted in writing at the previous meeting. The number of readings after that is up to the local chapter. The vote to amend should be at least a two-thirds majority. Chapter Bylaws cannot be in conflict with the State Bylaws.

Chapter Bylaws may also include Standing Rules. Standing rules, sometimes called policies, are used for administrative details that do not relate to the conduct of business at a meeting. They can be adopted by a majority vote at any meeting. When they are adopted, standing rules are binding until they are rescinded or modified. To amend or rescind them takes either a majority vote with previous notice or without notice amending or rescinding requires a two-thirds vote or a vote by the majority of the entire membership. They can be suspended for that meeting without previous notice by a majority vote. Standing rules also cannot conflict with the State Bylaws or Chapter Bylaws.

Chapters should keep the following in their strongbox:

1. Copy of the State Bylaws and any amendments thereto since the date of the last printing.
2. Approved copy of Chapter Bylaws, revisions and Standing Rules. (This is the Four-Year Review or Revision red-stamped copy, dated and signed by the State Parliamentarian. The approval stamp will also state the due date of the next Four-Year Review.)

Four-Year Review

The complete bylaws and standing rules of each Active Chapter and Associate Chapter shall be approved by the State Parliamentarian every four (4) years. The State Parliamentarian will see that reminders are distributed at least three (3) months prior to due date.

The chapter Parliamentarian and/or Bylaws Committee should review the Chapter Bylaws and Standing Rules. Even if there are no changes, every chapter must still submit its bylaws and standing rules for the Four (4) Year Review.

- If no changes are needed, email the complete document as an attachment to parliamentarian@trikappa.org. Emailed documents must be in Word format. Other formats cannot be accepted. If it must be sent by mail, enclose two (2) copies of the document and a stamped, self-addressed envelope so that the approved document can be returned to the chapter.
• If changes are needed, the chapter Parliamentarian and/or Bylaws Committee can make recommendations for changes to the chapter.

1. The chapter Parliamentarian and/or Bylaws Committee should present the proposed bylaws and/or standing rule changes at the meeting prior to the vote. Each proposal should be discussed and then voted on.

   The Parliamentarian states, “I move that we adopt/amend/delete (read the proposed change).”

   The President states, "The question is to adopt/amend/delete proposed change. Is there any discussion?"

   The Parliamentarian then discusses the reason for the addition, change, or deletion.

   “Is there further discussion?” Members who want to ask questions or make statements do that now.

   The President then calls for a vote. “Those in favor say, ‘Kappa;’ those opposed, ‘Tri.’”

   All revisions must be approved by the chapter.

2. Within ten (10) days after enactment by the chapter, the President must email the Chapter Bylaws and Standing Rules to the Parliamentarian.

   a. Include all revisions made since the last four-year review. Highlight the changes or use Track Changes.

   b. Include a letter explaining any new revisions not previously approved. Explain the reason for the change and the exact date the change was approved by the chapter. Include this information for each change.

   c. If the document must be sent by mail, send two (2) complete copies. Enclose a stamped, self-addressed envelope for return of the chapter’s copy.

3. The Parliamentarian will review the Chapter Bylaws, and upon approval she will red-stamp the copies, date, and sign them. One copy is returned to be kept in the chapter’s strongbox. The other is kept in the State Parliamentarian’s file.

4. Be sure to send before the deadline to avoid the $10.00 file for being late.

5. Bylaws should not be copied for members until approved by the Parliamentarian. Bylaws become effective upon the Parliamentarian’s approval.

Revisions

Chapter Bylaws may be amended at any time. A chapter does not need to wait until the next Four-Year Review is due. Follow the procedure above to present the changes to the chapter for approval.

1. In a letter or email to the State Parliamentarian, explain the revision. State the wording of the old bylaw, then the wording of the proposed bylaw and a brief reason why (as: "for clarification"). Repeat for each change. Include the exact date the revisions were approved by the chapter.

2. The President sends the information about the changes to parliamentarian@trikappa.org for approval within ten (10) days after enactment by the chapter. (Not the complete Chapter Bylaws.)
3. If submitting by mail, send two (2) copies to the State Parliamentarian and enclose a stamped, self-addressed envelope so that State Parliamentarian may return approved document for the chapter strongbox.

Example of Revision:
Old Bylaw: Article VII, Section 2A
   A gift not to exceed $15.00 will be given to any Active member upon her marriage.
New Bylaw:
   A gift not to exceed $30.00 will be given to any Active member upon her marriage.
Reason for change: To allow for increasing costs.
Date Approved by Chapter: 4-15-2017

Before you send in your bylaws...

For a Four-Year Review have you…

… used the most recent version of your Chapter Bylaws?
… made all changes required in your previous Four-Year Review?
… updated with changes from the last two State Conventions?
… compared your format and content to the Bylaws Model on p. 5?
… eliminated outdated or incorrect language? (Ex: affiliation form, audit, chairman, inspection, Kappas or Tri Kappa’s, Province Workshop, Unit)
… itemized chapter dues and State per capita? Are dues payable July 1 and delinquent after Sept. 30?
… called for approving the budget prior to June 30?
… required a 2/3 vote and prior notice for all amendments?
… used the dissolution clause from our current State Bylaws?
… followed State Bylaws and the current edition of Robert’s Rules of Order Newly Revised?
… planned to send to Parliamentarian no earlier than two months before review date?

For a revision have you included …

… both the present language and the proposed change?
… the reason for the change and the date approved by the chapter?
… only the changes (not the entire Chapter Bylaws)?

Have you consulted Tri Kappa Grammar Rules?

Helpful Hint to Keep Your Chapter Document Up to Date
When considering revisions, you might want to review amendments that were made to the State Bylaws at the most recent State Convention to see if those changes will impact your chapter document. For example, the subscription for Cross Keys was increased to $8 at the 2011 State Convention. If your document has a different amount, you will need to make this revision.

**Tri Kappa Grammar Rules**

For consistency we follow these rules regarding usage, punctuation and capitalization:

- *Cross Keys* is always italicized.
- Our State *Bylaws* are italicized. (Chapter Bylaws should not be italicized.)
- Spell Adviser with an “er.”
- Use Chair not chairman or chairperson.
- Use a comma only before the Inc. in Kappa Kappa Kappa, Inc.
- Do not hyphenate Tri Kappa, Bylaws or Vice President.
- Do not use the copyright symbol in 501(c)(3).
- Capitalize the following in your document:
  - Officer Titles
  - Chapter Bylaws
  - Pledging
  - Initiation
  - Chapter Review
  - State Convention
  - Province Convention and Officer Training
  - State (referring to our State organization)
  - Active
  - Inactive
  - Associate
  - Sustaining
  - College
  - Key (membership status)
  - Committee Chairs
  - Committee Titles (e.g. Nominating Committee)
- Do **not** capitalize chapter or member when used alone.

- **Active vs. active:** Use *Active* when referring to a chapter or a membership classification: An Active member is one who has paid her Active dues. Use *active* when referring to one who participates in the work of the chapter: An Associate member or a Key member is active in her chapter.
ARTICLE I. Name
The name of this chapter shall be (Greek name) (Town-opt.) Chapter, Inc. (if incorporated) of Kappa Kappa Kappa, Inc.

ARTICLE II. Objective
The object of this organization shall be to bring women into close, unselfish relationship for the promotion of charity, culture, and education.

ARTICLE III. Members
SECTION 1: Obligations
What is expected of members
Hostess obligations
Committee obligations
Attendance obligations
Project obligations
Financial obligations

SECTION 2: Election
Conducted according to State Bylaws (Article IV, Section 4)
When voting, Pledging and Initiation will take place, if desired
Sponsor and Co-sponsor requirements, if different from State Bylaws (Article IV, Section 4A)
Legacy policy, be specific (Ex. daughter or granddaughter of Active, Key, Sustaining, or Associate member or Inactive with 10 years of service)
Time requirement for living in jurisdiction, if any.

ARTICLE IV. Officers
SECTION 1: Qualifications
List names of offices and length of terms (Qualifications of officers are listed in the State Bylaws --chapter's choice to repeat)
Requirements (number of years in Tri Kappa...other offices held, committees or chairmanships...etc.)

SECTION 2: Nomination
Use of Nominating Committee
Who serves on Nominating Committee
Appointed, elected or voluntary

SECTION 3: Election
When are officers elected (Article V, Section 2B)
When is installation (Article V, Section 2B)
SECTION 4: Duties
Duties are as stated in State Bylaws (Article V, Section 3)
List specific duties of other officers (Ex. The Vice President may serve as Scholarship Chair)

SECTION 5: How to handle vacancies

ARTICLE V. Meetings

SECTION 1: Time and place
List month’s regular meetings held.
Give usual time and places (if possible).
Reminder-required attendance at Biennial Chapter Review meeting-chapter required, if any

SECTION 2: Quorum
State quorum (Specify the number of members that constitute a quorum, which should approximate the average number attending meetings. In the absence of such a provision, a quorum is a majority of the entire membership. A quorum should not include Key and Sustaining members, who have different attendance requirements.)

SECTION 3: Corporation or Annual Meeting (if incorporated)
State when annual corporate meeting is to be held. (Ex. January meeting or first meeting of fiscal year, etc.)

ARTICLE VI. Executive Board

SECTION 1: Members
List the positions that serve on the Executive Board. (The Executive Board is usually made up of current officers and the past President [the Adviser]. The chapter may wish to have the chair of standing committees to serve on the Executive Board.)

SECTION 2: Responsibilities
(Ex. Discuss chapter business. Because this board only has authority specifically granted by the chapter, giving the Executive Board the authority to act on behalf of the chapter when necessary between meetings is recommended.)

SECTION 3: Meetings
List when and how meetings are held. (Ex. Meet each month immediately preceding the business meeting or when deemed necessary by the President.)

ARTICLE VII. Committees

SECTION 1: Standing Committees
List committees that have a continuing existence. (Ex. Charity, Cards & Gifts/Care & Comfort, Philanthropy, Mental Health, Fine Arts, Scholarship, Public Relations, etc.)

SECTION 2: Special Committees
Committees that are created as needed to carry out a specific task. (Don't name specifically. Otherwise you will need to change your bylaws every time you change, add or delete a committee.)
ARTICLE VIII. Finances

SECTION 1: Dues
State the amount that dues are and how they are broken down (Per capita assessment breakdown, Cross Keys, chapter general fund, etc.).
State date that they are due and when delinquent. (Article VII, Section 1A)

SECTION 2: Fines
List fines and what they are for. (Ex. Failure to notify hostess 24 hours in advance of a meeting of inability to attend...$1.00)
Remind of fine in State Bylaws for missing Chapter Review (Article VII, Section 2C)

SECTION 3: Contributions
SECTION 4: Expenses
State what monetary obligations are expected from members.

ARTICLE IX. Dissolution Clause
In the event of dissolution of the Corporation in the Bylaws, all liabilities and obligations shall be paid and the remaining assets shall be liquidated and distributed to one or more Indiana organizations that are tax exempt in accordance with the current Section 501 (c)(3) of the Internal Revenue Code. No funds shall inure to the benefit of individual members.

ARTICLE X. Parliamentary Authority
The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern (Name) Chapter and Kappa Kappa Kappa, Inc. in all cases to which they are applicable and in which they are not inconsistent with the Chapter Bylaws and the Bylaws of this society.

ARTICLE XI. Amendment Procedure

Recommended wording: Bylaws may be amended by a 2/3 vote of members present and voting, providing the proposed change has been read at the previous regular meeting. (Chapters may require that the amendment be submitted in writing.)

According to Robert's Rules there are two acceptable procedures to amend bylaws:

1. If previous notice is given (usually the preceding regular meeting), a two-thirds vote of those present and voting is required.
2. If no previous notice is given, a majority vote of the entire membership (including absentees) is required.

Standing Rules
Include any policies or administrative details needed by your chapter to run smoothly but are not important enough to include in your bylaws and are not related to the conduct of business at meetings.