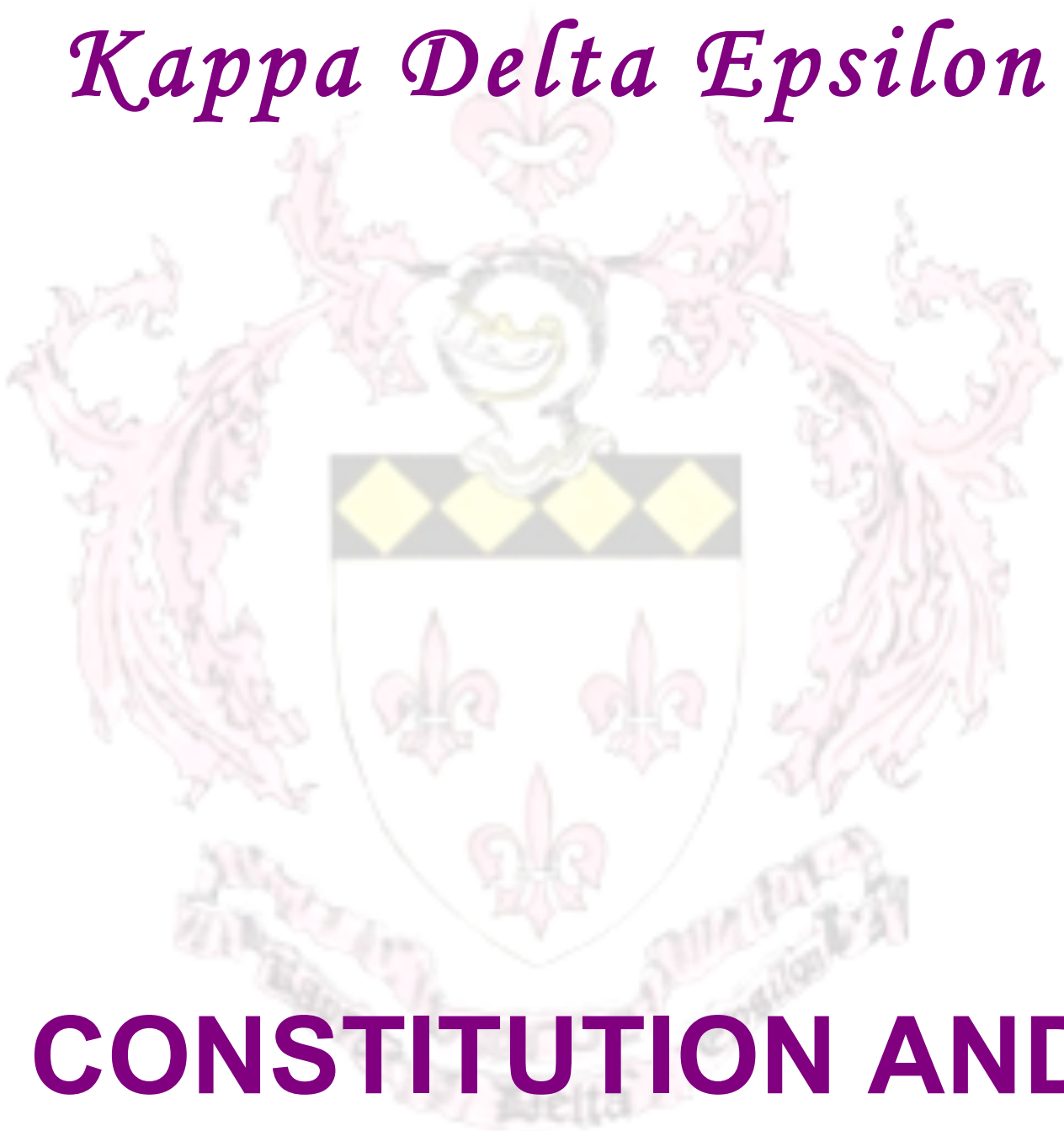


Kappa Delta Epsilon



CONSTITUTION AND BYLAWS

2016

CONSTITUTION AND BYLAWS KAPPA DELTA EPSILON

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**CONSTITUTION AND BYLAWS
KAPPA DELTA EPSILON**

ARTICLE I. NAME

- Section 1. The name of this organization shall be KAPPA DELTA EPSILON, which is an honorary professional education fraternity.
- Section 2. Chapters of KAPPA DELTA EPSILON shall be named for the letters of the Greek alphabet, the six charter chapters being named in alphabetical order and all succeeding chapters in order according to the date the chapter was chartered.

ARTICLE II. OBJECTS/PURPOSES

The objects/purposes of KAPPA DELTA EPSILON are:

- To unite education career-bound students and professional educators in an honorary professional organization for campus and/or community service.
- To encourage all members in support of and active participation in current educational endeavors.
- To acquaint members with the history and ethics of the teaching profession.
- To lead members to develop a high level of professional responsibilities.
- To develop a spirit of mutual understanding, cooperation, and fellowship among its entire membership.

ARTICLE III. MEMBERS

- Section 1. Membership in KAPPA DELTA EPSILON shall be by invitation only, without regard to race, age, religion, sex, or handicapping conditions.
- Section 2. Such persons invited to membership shall exhibit good character and personal qualities, worthy educational ideals, excellent leadership abilities, superior scholarship, and commitment to serving in the teaching profession or related areas. In addition they shall meet the specific eligibility requirements for the type of chapter into which they are being initiated.
- Section 3. Membership in National KAPPA DELTA EPSILON shall be effected by:
- a. Being initiated into a collegiate or alumni chapter
 - b. Being initiated as an honorary member.

Section 4. Qualifications for becoming a member in a collegiate or an alumni chapter are:

a. Collegiate

1. Undergraduate students:

- . Enrolled in a program leading to certification in teaching or a related field.
- . Attained at least a 3.00 on a 4.00-point scale Grade Point Average (or the equivalent on another scale) or in the upper 15% of students enrolled.
- . Completed at least 30 semester hours or the equivalent of undergraduate college work.

2. Graduate students:

- . Admitted to an advanced program in an educational field.
- . Attained at least a 3.50 Grade Point Average on a 4.00-point scale (or the equivalent on another scale) on all graduate work.
- . Completed at least six semester hours of graduate credit.

3. Faculty members:

- . Serving on the faculty of an institution at which there is a collegiate chapter.

b. Alumni

1. Graduates of a teacher education program of an approved four-year institution, or
2. Current teachers or former teachers in an accredited two year or four-year institution (i.e. college/university) or
3. Associate members working in the field of education or a related field, but shall not hold office nor have voting privileges.

Section 5. Candidates for membership in a collegiate or alumni chapter shall be decided by the chapter.

Section 6. When initiated into a chapter, a new member is assigned a Chapter number and a National number.

Section 7. A membership certificate, signed by the National President, the Chapter Advisor, and the Chapter President, shall be issued to each newly initiated member.

Section 8. A member who has been initiated into a collegiate or an alumni chapter may transfer to another chapter, provided that member has met eligibility requirements for the new chapter.

Section 9. Members who transfer to another chapter shall not be initiated again, nor pay an initiation fee again.

Section 10. Members who transfer to another chapter shall be assigned a new Chapter number, but shall retain their assigned National number.

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Section 11. A member may hold membership in more than one chapter concurrently.

Section 12. Honorary Members

- a. National Honorary members shall be selected from among persons who are nationally recognized in education or in related fields. Names of individuals proposed for honorary membership shall be submitted through the National President to the National Executive Board, where a majority vote for approval is required. National Honorary members shall be initiated only at a National Convention. National Honorary members are not required to pay initiation fee or membership dues. Only one National Honorary member shall be initiated at any one convention.
- b. Chapter Honorary members shall be selected from among persons who are locally recognized in education or in related fields. Names of individuals proposed for local Honorary membership shall be submitted through the chapter Advisor for vote by the KDE chapter membership. Local Honorary members shall be limited to three per year per chapter with the recommendation of one per year. Local chapters must develop and use an appropriate initiation ceremony or use the KDE initiation ceremony, which is used for National Honorary membership. Undergraduate students shall not be considered eligible for this honor.

Section 13. Members at Large shall be former collegiate or alumni members, who, for good reason, are not currently affiliated with any chapter but wish to re-establish their active status with National KAPPA DELTA EPSILON. Such members shall receive all Fraternity publications and shall be eligible to participate in all Fraternity activities except voting and holding office.

Section 14. Any member (or any chapter) of KAPPA DELTA EPSILON may report through the National President to the National Executive Board or the National Convention, in writing, with a statement of reasons, the name of any member, the termination of whose membership is considered to be for the best interest of the organization. The National Secretary shall send a copy of said charges by registered mail to the individual member against whom the charges are made and to the chapter by which the member was initiated or with which last affiliated. The accused shall have a period of 30 days in which to file written answers to the charges. The charges and the answers shall be considered by the members of the National Executive Board, or convention to whom the charges are submitted. If two-thirds of the National Board or committee concur, the membership of the accused shall be terminated. Any person whose membership has been terminated by the Executive Board shall have recourse to an appeal to the National Convention.

Section 15. Nothing in this Constitution and Bylaws shall be interpreted as preventing a member of KAPPA DELTA EPSILON from becoming a member of other fraternities of general, academic, honorary, or professional type.

ARTICLE IV. CHAPTERS

A. Chapter Organization

Section 1. A chapter is a collegiate or an alumni unit of KAPPA DELTA EPSILON.

Section 2. Any member who is initiated into a local chapter automatically becomes a member of National KAPPA DELTA EPSILON.

- Section 3. There are two kinds of chapters in KAPPA DELTA EPSILON:
- a. Collegiate chapters.

Collegiate chapters are located at an approved four-year institution having a teacher preparatory program. Undergraduate students, graduate students who meet eligibility requirements, and faculty members within the institution, may become members.
 - b. Alumni chapters.
 1. Institutional alumni chapters are affiliated with a specific college or university and are designated by that institution's name. A chapter so designated shall require at least 50% of its membership to be graduates of that institution. All members must meet eligibility requirements for membership. Permission of the college or university is required before a chapter may use that institution's name.
 2. Area alumni chapters are established in a geographical area, with no official connection to a college or university. A chapter so designated shall carry the name of the geographical area. Members must meet eligibility requirements for membership in KAPPA DELTA EPSILON, but may be graduates of any qualified institution.
- Section 4. The National Executive Board may for a good and sufficient reason, as evidenced in writing, grant permission to any chapter to initiate any person not otherwise eligible under provisions of the National Constitution and Bylaws.
- Section 5. The Advisor of a collegiate chapter shall be a member of the Education faculty or another faculty member who is interested in KAPPA DELTA EPSILON. In either case, the Advisor shall be appointed or approved by the administrative head of teacher education in the institution. If not already a member, the Advisor shall be initiated into KAPPA DELTA EPSILON.
- Section 6. The Advisor of an alumni chapter shall be an active member of that chapter and shall be elected by the chapter.
- Section 7. Each chapter shall adopt bylaws that are not in conflict with the National Constitution and Bylaws of KAPPA DELTA EPSILON and shall submit one copy to the National President. The Chapter Bylaws shall be reviewed by the Chapter every two years, and a revised copy sent to the National President whenever changes are made.
- Section 8. Each chapter shall provide in its bylaws membership standards, which shall be no lower than standards prescribed by the National organization. The bylaws should also state the chapter's policy on pledges, chapter initiation fees, dues, and assessments, giving the method of levying and collecting same.
- Section 9. Each chapter shall provide in its bylaws for the removal from office of any officer of the chapter for incompetence, dishonesty, or any such reason as would impair the general welfare of the chapter.
- Section 10. A chapter shall be considered in good standing when it has met its reporting obligations to the National Fraternity, including:
- a. Report of New Officers - postmarked no later than December 31

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- b. Chapter Activity Report - postmarked no later than December 31
- c. Chapter Financial Report - postmarked no later than December 31
- d. Annual roster or yearbook and membership dues - postmarked no later than December 31 (from alumni chapters only). Initiates and transferees of alumni chapters do not pay annual dues within the year (January 1 – December 31) in which they affiliate with a chapter.
- e. Updated copy of Chapter Bylaws as requested by the National President.

Section 11. Failure to submit the required documents by the stated deadlines will automatically result in loss of good standing. The chapter will regain its good standing status when the documents are received in satisfactory form by the appropriate Fraternity officials.

Section 12. Chapters that lose their good standing status, even temporarily shall be penalized by forfeiting a portion of their Convention travel allotment in accord with policies set by the National Executive Board.

Section 13. The responsibility for seeing that reports are completed, signed and submitted on time rests with the Advisor.

Section 14. The chapter organizational year and chapter fiscal year shall be January 1 – December 31.

Section 15. Each chapter shall hold a minimum of four regular chapter meetings and two Executive Board meetings annually. At least one of the regular chapter meetings shall be for initiation. The major emphasis of chapter programs and projects should be related to professional education.

Section 16. All activities of collegiate chapters shall be in compliance with the college/university policies.

B. Chapter Officers

Section 1. Only duly initiated members of the chapter shall be eligible to hold office in any chapter.

Section 2. The officers of each chapter shall include a President, a Vice President, a Secretary, a Treasurer, and an Advisor. Other officers may be chosen if they are authorized in the Chapter Bylaws.

Section 3. All officers of a chapter shall be elected and installed annually. The term of office shall be from January 1 through December 31.

Section 4. Officers shall be elected by the chapter, with a majority vote of those present and voting required for election. In collegiate chapters, the Advisor and Co-Advisor (if there is one) shall be appointed or approved by the Administrator of Teacher Education.

Section 5. The duties of the Chapter officers shall be:

- a. The Chapter President shall preside at meetings of the chapter and the Chapter Executive Board, appoint committees, lead the chapter and the Executive Board in developing programs and projects for the year, represent the chapter at public meetings and conferences, work with the Chapter Executive Board in attending to matters that cannot be carried over until the next chapter meeting, encourage and coordinate the

work of the other chapter officers and committee chairmen, lead the chapter in reviewing the Chapter Bylaws, assist the Advisor in making sure that all chapter reports are properly submitted on time (See Article IV, Sec. A-10), encourage attendance at National Convention and Regional Meeting, and perform any other duties that pertain to the welfare of the chapter.

- b. The Chapter Vice President shall serve as presiding officer in the absence of the President, and in the event of resignation or death of the President, shall succeed to the office of President, to serve until the next regular election of officers; shall serve as Program Chairman for the regular meetings of the Chapter; and perform such other duties as pertain to the office, or as assigned by the President.
- c. The Chapter Secretary shall record the minutes of the Chapter meetings and Executive Board meetings and provide such minutes at the meetings; shall keep an attendance roster; shall work with the President and Advisor in submitting records of initiates, newly elected officers, and other information required by the National Executive Board or Regional Director; and shall perform such other duties as pertain to the office or as assigned by the President.
- c. The Chapter Treasurer shall receive and pay out monies belonging to the chapter; keep an accurate record of all receipts and expenditures; keep a file of all members; present a financial report at each regular meeting of the chapter; and surrender the records annually for auditing by a competent committee (which shall include the Advisor) approved by the Executive Board; see that initiation fees (and if an alumni chapter, annual membership dues) are mailed to the National Treasurer on time as described in the Standing Rules; and perform such other duties as pertain to the office or as assigned by the President.
- e. The Chapter Advisor shall supervise the general activities of the chapter; preserve the continuity of purpose and procedure of the chapter from year to year; shall serve as the major liaison between the chapter and the National Fraternity, and in collegiate and institutional alumni chapters serve as liaison between the chapter and the institution; shall assure the timely submission of all reports, fees, and correspondence; shall maintain a KAPPA DELTA EPSILON depository, if a collegiate chapter, for storing all chapter records, such as financial records, checkbooks, Advisor's notebook, Secretary's minutes, correspondence, yearbooks, scrapbooks, initiation materials, etc.; and shall provide a system of check-out privileges for active members of the chapter.
- f. The Chapter Co-Advisor is an optional officer. If a chapter elects to have a Co-Advisor, the Co-Advisor shall meet the same qualification requirements as the Advisor and shall be selected in the same way as the Advisor. The Co-Advisor shall assist the Advisor and shall assume responsibility for those parts of the program designated by the Advisor.

C. Chapter Chartering, Deactivating, Reactivating

- Section 1. To be chartered or reactivated as a chapter, a minimum of 15 members is required. However, the Executive Board has the discretion to approve a different number based on the size of the college or university.
- Section 2. The National Executive Board shall be primarily responsible for making the arrangements for chartering or reactivating a chapter.

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- Section 3. The National President and the National Executive Board together shall designate a National Officer or an experienced member who has been instructed in the chartering process to conduct the chartering ceremonies.
- Section 4. The Advisor of a chapter that is being chartered or reactivated should be initiated if not previously a member, but shall not be required to pay an initiation fee.
- Section 5. The procedure to be used in chartering or reactivating a chapter shall be prescribed in the KDE publications: "Steps in Organizing a Chapter" and "Steps in Reactivating a Chapter."
- Section 6. A chapter shall be deactivated when any one of the following occurs:
- a. A petition for deactivation is signed by the active members of the chapter and sent to the National President.
 - b. Deactivation of a Collegiate Chapter is requested by the college or university officials.
 - c. A collegiate or alumni chapter fails to submit required reports (officers, activity, financial) for two consecutive years.
 - d. A collegiate chapter reports no initiates for two consecutive years.
 - e. An alumni chapter fails to send National dues for its members for two consecutive years.
- Section 7. The Advisor of a chapter that has been deactivated shall either
- a. Return the chapter charter and other chapter materials to the National President, or
 - b. Deposit the chapter materials in a safe place and notify the National President where they are stored.
- Section 8. Any monies in the treasury of a deactivated chapter may be transferred to the National Treasury or, upon vote of the members remaining, donated to an educational agency. In this case, the National Treasurer shall be notified of its disposition.
- Section 9. A chapter that has been deactivated may be reactivated upon approval of the National Executive Board, when the requirements for reactivating have been met as described in the KDE publication, "Steps in Reactivating a Chapter."
- Section 10. Whenever, in the judgment of the National Executive Board, the best interests of KAPPA DELTA EPSILON will be served by so doing, the Executive Board may suspend a chapter. During the period of suspension, the chapter shall have no power to initiate new members or to exercise any of the other privileges of a chapter. Immediately upon suspension, notice shall be sent by the National President to the Chapter Advisor, Chapter President, and Chapter Secretary by registered mail. The notice shall give the date of suspension, the causes for suspension, and instructions for filing an appeal. Such appeal may be brought to the National Executive Board at its Pre-Convention meeting or may be made to the individual Board members in anticipation of a vote by mail. The Executive Board may continue the suspension, remove the suspension, or prescribe actions that must be taken before suspension can be removed. The chapter may appeal the suspension to the next National Convention, in which case a majority vote will be needed to uphold or remove the suspension.

ARTICLE V. FINANCES

- Section 1. The fiscal year for National KAPPA DELTA EPSILON shall be January 1 through December 31.
- Section 2. The biennial National budget shall be prepared by the Budget Committee and shall be submitted to:
- a. The National Executive Board for approval and/or revision. Submission shall be at least ten days before the Executive Board's Pre-Convention meeting.
 - b. The National Convention, after having been approved by the Executive Board, for final revision and approval.
- Section 3. The National budget shall include allotments to the National Officers for amounts deemed appropriate for carrying on the work of their offices. National Officers shall receive reimbursement for budgeted items by submitting their request, along with an itemized expense account, in a manner prescribed by the National Treasurer or National Executive Board.
- Section 4. Payment for unbudgeted items must be approved by the National President and the National Treasurer.
- Section 5. The amount of travel reimbursement by National KAPPA DELTA EPSILON for delegates attending the National Convention and Regional Meeting shall be determined by the National Treasurer and President.
- Section 6. All national fees and dues shall be determined by the National Executive Board, subject to approval by the National Convention.
- Section 7. A national initiation fee shall be required of everyone who is initiated into KAPPA DELTA EPSILON except Honorary members and persons being initiated in order to be chapter Advisors. Co-Advisors, if they have not been initiated previously, shall be initiated and shall pay initiation fees.
- Section 8. Members of collegiate chapters and Honorary members do not pay annual dues to the National organization. Members of Alumni chapters (including Advisors) and Members at Large shall pay annual dues to the National organization in the amount determined by the Executive Board and approved by the National Convention.
- Section 9. Registration fee (to include the food package) may be charged for the National Convention and Regional Meeting.
- a. For the National Convention, the National President and the Convention Chairman shall recommend the amount to the National Executive Board for approval. (See Standing Rule 5).
 - b. For Regional Meetings, the Regional Director and Convention Chairman (if one is appointed), together with the National President, shall set the amount. (See Standing Rule 7).
- Section 10. A chartering fee shall be paid by new chapters, the amount to be set by the National Executive Board. The fee will be due at the time of chartering. (See Standing Rule 1).

ARTICLE VI. OFFICERS

- Section 1. Officers shall be nominated and elected with consideration for the position to be filled, with no intent of succession or elevation.
- Section 2. The officers of National KAPPA DELTA EPSILON shall be elected by the National Convention: President, Vice President, Secretary, Treasurer, and one Regional Director from each region.
- Section 3. National officers to be elected shall be nominated from among Advisors, Co-Advisors, and qualified alumni members. To be qualified for National office, an alumni member shall have been a member for at least five years, shall have served as Chapter President or Advisor for at least two years, and shall have served on a National committee for at least two years. One nomination for each office shall be submitted to the National Convention by the Nominating Committee. The Nominating Committee may receive suggestions from any member or any chapter. There may be nominations from the floor with evidence of eligibility and prior consent of the nominee. No two officers may be members of the same chapter.
- Section 4. All elected National and Regional officers shall be elected by the delegates attending the National Convention. In the event there is only one nominee for an office, vote may be taken by voice, otherwise by ballot. A majority of votes cast shall constitute an election.
- Section 5. The term of office, whether elected or appointed, shall be for two years. Elected and appointed officers shall serve no more than two two-year terms in succession in the same office with the exception of National Treasurer, who may be elected to unlimited two-year terms with the approval of the National Executive Board.
- Section 6. All elected and appointed officers shall be installed before the close of the National Convention at which they are chosen. They shall assume all duties of office on January 1 following their installation.
- Section 7. All materials pertaining to each office shall be transferred by outgoing officers to incoming officers at the Post-Convention Executive Board meeting following their election.
- Section 8. A National officer may be removed from office for incompetence, dishonesty, or for such other reasons as would impair the welfare of KAPPA DELTA EPSILON. Such removal may be effected by a majority vote of the National Council.
- Section 9. The Executive Board shall be empowered to employ an Executive Director to sustain chapter development and expansion.
- Section 10. Job Descriptions of National and Regional Officers
- a. The National President shall exercise general supervision over KAPPA DELTA EPSILON; preside at all meetings of the National Convention, National Council, and National Executive Board; shall enforce rules and regulations of the organization; shall appoint Standing and Ad Hoc Committees; shall call for and receive oral and written reports as may be desired from the National, Regional, and Chapter officers; shall submit proposals for honorary members to the National Executive Board for approval; and shall assist in the development and chartering of new chapters, shall assist the National Biennial Convention Chairman as needed with hotel selection, on-site visits, room and meal arrangements, and programs, and shall maintain a back-up file of all records of importance to the fraternity including financial records, minutes, scholarships awarded, major committee actions and the like. The President shall perform such other duties as ordinarily pertain to this office.

- b. The National Vice President shall preside in the absence or disability of the National President and at other times as designated by the President; shall assist the President in planning the program for the National Convention; shall plan, promote, and follow-up on projects and program activities at the National, Regional, and Chapter levels, shall oversee the members-at-large, and shall assist the Regional Directors in the development of new chapters. This officer shall perform such other duties as may be assigned by the National President. (See Standing Rule 14).
- c. The National Secretary shall record the proceedings of the National Executive Board, National Council, and National Convention; shall process the minutes in accord with the procedures prescribed in the Standing Rules and transmit copies to each Chapter Advisor and to each National officer within 90 days after the close of a specific meeting, shall maintain a file of all Convention and Executive Board minutes, memorabilia and other historic materials related to Kappa Delta Epsilon and shall provide information, correspondence and special mailings to the chapters and the Executive Board. The National Secretary shall maintain an active directory of all advisors and co-advisors and distribute it annually to the chapters, shall publish the updated Constitution and Bylaws, edit and publish Kappa Delta Epsilon forms and materials as needed, and maintain a mailing list of principal contacts needed by the fraternity for use in distributing appropriate information.
- d. The National Treasurer shall call for, receive, and pay out monies belonging to KAPPA DELTA EPSILON; shall deposit/invest funds not immediately needed in ways approved by the National Executive Board; shall keep a file of receipts, bills, canceled checks, bank statements, and other financial papers; shall submit monthly itemized financial reports to the National President, semi-annual reports to the National Executive Board, and a compiled biennial report to the National Convention; shall submit all required reports to the state and national revenue offices; and shall surrender records biennially for auditing. The records of the National Treasurer shall be submitted for examining to a professional auditor, no later than 30 days after the end of the term of office. The cost of the audit shall be borne by the National Treasury. The auditor's statement shall be submitted to the National Executive Board within 10 days after completion of the audit. The National Treasurer shall purchase and distribute all supplies and products requested by the chapters. The National Treasurer shall furnish bond in a sum fifty per cent greater than the aggregate receipts of the office during the preceding year. The cost of this bond shall be borne by the National Treasury. Before the payment of any unbudgeted bills, the National Treasurer shall submit the statement to the National President for approval.
- e. The Regional Director from each region shall periodically communicate with the officers of each chapter, including Advisors and Co-Advisors; shall supervise the work of each collegiate and alumni chapter in the region; shall send and receive chapter reports (see Standing Rules); shall plan and implement the Regional Meeting in cooperation with the other Regional Directors and National President; and shall assist the National Vice President with development and installation of new chapters in the region. Every effort will be made to revive inactive chapters (through phone calls, correspondence, visitations). Other duties may be assigned by the National President.

Section 11. In the event of a vacancy in any office other than the President, such vacancy shall be filled by a committee composed of the National President, the National Secretary, and the Chairman of the Committee on Nominations. The nominee must be approved by a mail vote of the National Executive Board. In the event of a vacancy in the office of the President, the vacancy shall be filled by the Vice President. The filling of an unexpired term in any office shall not be counted in the length of time the individual may serve in that office.

ARTICLE VII. MEETINGS

A. National Convention

Section 1. The National Convention of KAPPA DELTA EPSILON shall be held biennially in odd-numbered years, the time and place to be determined by the National Executive Board.

Section 2. Any member of KAPPA DELTA EPSILON is eligible to attend the National Convention.

Section 3. The voting body of the National Convention shall consist of delegates from individual chapters, to be allocated on the following basis:

a. Collegiate chapters:

- * Advisor, Co-Advisor, or an approved designee from each chapter
- * additional delegate, to be elected by the chapter if the chapter is in good standing and has initiated 1 – 54 members during the biennium (total of 2 delegates)
- * additional delegate if the chapter has initiated 55-84 members during the biennium (total of 3 delegates)
- * additional delegate if the chapter has initiated 85 or more members during the biennium (total of 4 delegates)

The maximum number of delegates from any collegiate chapter, including the Advisor, is 4.

b. Alumni chapters (Institutional or Area)

- * Advisor, Co-Advisor, or an approved designee from each chapter
- * additional delegate, to be elected by the chapter, if the chapter is in good standing

Section 4. Qualified elected delegates in attendance at any scheduled business session at any National Convention shall constitute a quorum for the transaction of business.

Section 5. The President, Vice President, Secretary, Treasurer, and an appointed parliamentarian shall serve as the officers of the National Convention. In the absence of any of these officers, the National Convention shall be empowered to fill the vacancy during the absence.

Section 6. The legislative power of KAPPA DELTA EPSILON shall be vested in the National Convention and authority in all matters not otherwise specifically delegated by the Constitution and Bylaws shall reside in the National Convention.

Section 7. As soon as the time and place for the National Convention have been determined, the National President shall appoint a National Convention Chairman. It shall be the duty of the Convention Chairman, in cooperation with the National President and the National Treasurer, to formulate all plans for the physical welfare of the delegates, and to assist insofar as possible with the plans for programs, facilities, and agenda.

Section 8. Six months prior to the opening of the National Convention, the National President shall issue via email to each chapter the First Official Call to the Convention, giving all appropriate information about the Convention. The Second Official Call shall be sent to each chapter two months prior to the National Convention.

- Section 9. The official delegate(s) to the Convention, including alternate(s) shall be elected by the chapters and the completed credential forms sent to the National Treasurer, along with required payments and requests for travel allotments in accord with instructions sent in the Official Calls to the Convention. This shall include information and payment for non-voting members planning to attend the National Convention.
- Section 10. The National Treasurer shall authorize travel allotments for each authorized voting delegate, the amount to be determined by a formula approved by the National Executive Board, taking into account the distance to be traveled and mode of transportation. The National Treasurer shall notify each chapter of the amount of travel allotment authorized and shall issue the money in accord with the procedure approved by the National Executive Board. (See Standing Rules.)
- Section 11. Any person who accepts National expense allowance shall be obligated to be present at the National Convention from opening session through final adjournment and to stay in the designated hotel, unless authorized to stay elsewhere by the National President.
- Section 12. No travel allotment shall be authorized for anyone other than a qualified voting delegate. No travel allotment shall be authorized for any delegate who has not submitted the required registration fee, including payment for the food package by the deadline date.
- Section 13. A registration fee shall be paid by each person attending the National Convention, the amount of said fee to be determined by the National Executive Board.
- Section 14. A special meeting of the National Convention may be called by the National President upon written demand of two-thirds of the members of the National Council. Each chapter shall be given not less than thirty days notice of any special meeting. Such notice shall set forth the specific business to be considered at the special meeting. However, any business of importance may be considered regardless of whether such business had been mentioned in the notice of the meeting.
- Section 15. The expense allocation, if any, for member attendance at the called National Convention shall be determined by the National Executive Board. A call for a special meeting shall stipulate the amount of expense allowance to be made to each delegate from the National Treasury.
- Section 16. Within 30 days from the close of a special meeting, the National Secretary shall submit copies of the minutes, after verification, to each chapter Advisor and Co-Advisor and to each National officer.

B. Regional Meeting

- Section 1. A Regional Meeting shall be held biennially in even-numbered years in each region. The Convention shall include all chapters and all Members at Large within the region.
- Section 2. The purpose of the Regional Meeting shall be: to unite the chapters of KAPPA DELTA EPSILON within the region; to discuss the problems, projects, and activities of the chapters; to interchange plans and ideas; and to stimulate professional spirit.
- Section 3. Regional Meetings shall be held at a time and location to be determined by the Regional Director of the area, the National President, and the National Executive Board, after consulting with the various chapter members and advisors present at the National Convention just prior to the next Regional Meeting.

- Section 4. Voting delegates from each chapter to the Regional Meeting shall be determined on the same basis as delegates to the National Convention (See Article VII A, Sec. 3 a, b). Any KAPPA DELTA EPSILON member within the region is eligible to attend the Regional Meeting, even though not a voting delegate.
- Section 5. The Regional Director is responsible for planning and implementing all phases of the Regional Meeting. The Regional Director shall enlist the Regional Student Representative in making plans for the meeting. If a local KAPPA DELTA EPSILON chapter is located in or near the meeting city, it may be designated host chapter. The Advisor of the host chapter and the Regional Director may appoint from the host chapter a Regional Meeting Chairman.
- Section 6. Four months prior to the opening of the Regional Meeting, the Regional Director shall issue via email to each chapter in the region the First Official Call to the meeting. This communication shall give appropriate information about the meeting. The Second Official Call shall be emailed to each chapter two months prior to the Regional Meeting.
- Section 7. The official delegate(s) to the Regional Meeting shall be elected by the chapters. Information concerning all members who will attend, along with required payments (registration, food package, etc.) shall be sent in accord with instructions given in the Official Calls to the Meeting. (See Standing Rule 7).
- Section 8. Requests for travel allotment for the qualified voting delegates shall be sent to the National Treasurer in accord with instructions given in the Official Calls to the Regional Meeting. The National Treasurer shall authorize travel allotment for each qualified voting delegate, using a formula approved by the National Executive Board, taking into account the distance to be traveled and mode of transportation. (See Standing Rule 7.)
- Section 9. Any person who accepts travel allowance from the National Treasurer shall be obligated to be present at the Regional Meeting from opening session through final adjournment, and shall stay in the meeting hotel or other contracted facility, unless authorized to stay elsewhere by the Regional Director.
- Section 10. The Regional Director or his/her designee shall preside at the Regional Meeting, except that the Regional Collegiate Representative shall preside at the Collegiate session. If the Collegiate Representative is not present, the Regional Director shall appoint a presiding officer from the students who are present. A Recording Secretary shall be appointed by the Regional Director either before or at the first session of the meeting.
- Section 11. The Recording Secretary shall keep a record of all transactions and activities of the Regional Meeting and at the close of the meeting shall submit these minutes to the Regional Director. Within 30 days after the close of the meeting the Regional Director, after verifying the minutes, shall mail copies to the National President, National Secretary, and to each chapter in the region.
- Section 12. The Regional Director shall submit an article on the Regional Meeting for publication in the next issue of The Current.
- Section 13. The Regional Director shall have a budget commensurate with the expenses of the Regional Meeting to be held and shall receive reimbursement following the submission of an itemized financial statement to the National Treasurer. (See Standing Rule 8).

ARTICLE VIII. EXECUTIVE BOARD, COUNCILS, COMMITTEE**A. National Executive Board**

- Section 1. The Executive Board shall be composed of the National President, National Vice President, National Secretary, National Treasurer, and the Regional Director from each Region. This shall be the governing body of Kappa Delta Epsilon. However, any action of the Executive Board may be overridden by the National Convention.
- Section 2. The National Executive Board shall meet prior to the meeting of the National Council at the National Convention and again at the close of the National Convention. At the Post-Convention meeting, both the out-going officers and the in-coming officers shall attend for the purpose of implementing the transition.
- Section 3. The National Executive Board may meet at other times upon the call of the National President or upon written request of two-thirds of the Executive Board members.
- Section 4. The National Executive Board shall have the power to prescribe Standing Rules concerning Fraternity matters; to determine regional areas; to prescribe and adopt rituals to be used by the chapters. It may authorize awards for achievement to be presented at the National Convention, and is to act on all matters of business related to KAPPA DELTA EPSILON, except those specifically reserved for the National Council or the National Convention. The National Council or the National Convention may override any action of the National Executive Board.
- Section 5. During the biennium interval the National Executive Board shall have the authority to act via telephone or correspondence on matters requiring immediate decision. If official decisions are to be made by phone or correspondence, the National President or his/her designee shall contact all voting members of the Board eligible to vote, giving a clear explanation of the matter to be decided and the method for voting.

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B. National Council

- Section 1. The National Council shall be composed of the members of the Executive Board, all Past National Presidents, all current Chapter Advisors (or Co-Advisors, if the Advisors are absent), and members of the Student Advisory Committee.
- Section 2. The National Council shall meet in conjunction with the National Convention.
- Section 3. The National Council may meet at other times upon call of the National President or at the written request of a majority of the members of the National Council.
- Section 4. The duties of the National Council shall include but not be limited to:
- a. Controlling all property of KAPPA DELTA EPSILON
 - b. Presenting suggestions and recommendations for the National Convention.
 - c. Serving as liaison with Fraternity chapters
 - d. Assisting with the nurturing of existing chapters
 - e. Participating in the planning and implementation of Regional Meetings
 - f. Promoting development of the Fraternity.

C. National Collegiate Council

- Section 1. The National Collegiate Council shall be composed of all members of the collegiate chapters who are in attendance at the National Convention.
- Section 2. The National Collegiate Council shall meet at least once during the National Convention.
- Section 3.
- a. The Chairman shall preside at the meetings, or in the absence of the Chairman, the Vice Chairman shall preside. If neither the Chairman or the Vice Chairman is present, the Chairman shall be elected from members who are present. The Secretary shall keep a record of all business conducted during the meeting and give a copy to the National Secretary by the end of the National Convention. If the Secretary is not in attendance, another secretary shall be elected from among the student members present.
 - b. The Advisor of the chapter of the National Collegiate Council Chairman shall attend the meetings of the National Collegiate Council.
- Section 4. The agenda for the meeting of the National Collegiate Council shall be planned by the Chairman and the Advisor of the chapter to which the Chairman belongs. Other Collegiate Council members may suggest items for the agenda.
- Section 5. The duties of the National Collegiate Council shall be:
- a. Serving as a liaison between collegiate chapters and the National Convention
 - b. Recommending policies and procedures to be adopted by the National Council or the National Convention

- c. Reporting its actions to the National Convention or the National Council
- d. Acting as a clearing house for the problems of collegiate chapter
- e. Assisting with chapter expansion activities.

- Section 6.
- a. In the last meeting of the National Collegiate Council during the Convention, the Chairman shall call for selection of three National Collegiate officers and a Regional Representative for each region to serve during the next biennium and to function at the next meeting of the National Collegiate Council, as follows:
 - 1. Chapter to provide a National Collegiate Chairman
 - 2. Chapter to provide a National Collegiate Vice Chairman
 - 3. Chapter to provide a National Collegiate Secretary
 - 4. Chapters to provide each Regional Collegiate Representative (one from each Region). These should be elected by the voting delegates present from each respective region.
 - b. No two officers of the National Collegiate Council shall be from the same chapter.
 - c. No chapter may have a collegiate Council officer serving more than two consecutive terms.

- Section 7. The President or official Delegate from the designated chapter shall serve as National Collegiate officer or Regional Collegiate Representative. It is the duty of the Advisor of each Chapter so designated to apprise such officer or representative of his/her duties and responsibilities. This shall include any succeeding chapter president that is elected during the biennium.

D. National Alumni Council

- Section 1. The National Alumni Council shall be composed of all members of all alumni chapters and Members at Large who are in attendance at the National Convention.
- Section 2. The National Alumni Council shall meet at least once during the National Convention.
- Section 3. The Chairman shall preside at the meetings, or in the absence of the Chairman, the Vice Chairman shall preside. The Secretary shall keep a record of all business conducted during the meeting and give a copy to the National Secretary by the end of the National Convention. If the Secretary is not in attendance, another secretary shall be elected from among those present.
- Section 4. The agenda for the meeting of the National Alumni Council shall be planned by the Chairman and the Advisor of the chapter to which the Chairman belongs. Other Council members may suggest items for the agenda.
- Section 5. The duties of the National Alumni Council shall be:
 - a. Serving as a liaison between alumni chapters and the National Convention.
 - b. Recommending policies and procedures to be adopted by the National Council or the National Executive Board.

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- c. Reporting its actions to the National Convention or National Council
- d. Acting as a clearing house for the problems of alumni chapters
- e. Assisting with chapter expansion activities.

Section 6. In the last meeting of the Alumni Council during the Convention, the Chairman shall call for the selection of officers for the next biennium's National Alumni Council, as follows:

- a. Chapter to provide a National Alumni Chairman
- b. Chapter to provide a National Alumni Vice Chairman
- c. Chapter to provide a National Alumni Secretary.

Section 7. The President or official Delegate from the designated chapter shall serve as the National Alumni officer as indicated. It shall be the duty of the Advisor of each chapter so designated to apprise such officer of his/her duties and responsibilities. This shall include any succeeding chapter President that is elected during the biennium.

E. Past Presidents Council

Section 1. The Past Presidents Council shall be composed of all Past Presidents of KAPPA DELTA EPSILON.

Section 2. The Chairman of the Past Presidents Council shall be elected by the members of the Past Presidents Council.

Section 3. This Council shall serve in an advisory capacity to the National Executive Board, shall lend stability to the policies and elections of KAPPA DELTA EPSILON, and shall preserve historical records for permanence.

Section 4. The Chairman of the Past Presidents Council shall call a meeting of the Past Presidents Council and shall preside at same, to be held some time during the National Convention. The Chairman shall prepare an agenda prior to the meeting and ask for all members of the Council to contribute items for the agenda.

F. Student Advisory Committee

Section 1. The Student Advisory Committee shall be composed of the following members (See Article VIII c.6a, b):

- a. Chairman of the Collegiate Council
- b. Vice Chairman of the Collegiate Council
- c. Secretary of the Collegiate Council
- d. Collegiate Regional Representative (one from each Region).

Section 2. Members of the Student Advisory Committee are non-voting members of the National Council.

Section 3. Members of the Student Advisory Committee may attend the Pre-Convention Executive Board meeting as an advisory committee with non-voting privileges.

ARTICLE IX. COMMITTEES

- Section 1. The National President shall appoint the Standing Committees. These appointments shall be announced by December 31 after the close of the National Convention.
- Section 2. The Standing Committees shall be:
- a. Boyd-Orr
 - b. Budget
 - c. Constitution and Bylaws
 - d. Expansion
 - e. Long Range Planning
 - f. Nominations
 - g. Publications/Writing
 - h. Scholarship
 - i. Scrapbook
 - j. Steering Committees as needed
 - k. Outstanding Chapter
- Section 3. Each committee shall be composed of at least three members, one of whom shall be a member of an alumni chapter and at least one member of a collegiate chapter and of whom no two shall be from the same chapter.
- Section 4. The President shall be an ex-officio member of all committees except the Nominations Committee.
- Section 5. The term of service of each Standing Committee member shall be for two years (one biennium).
- Section 6. The duties of the Standing Committees shall be:
- a. The Boyd-Orr International Committee shall
 1. Publish guidelines at least once each year, explaining the Boyd-Orr International Project and send these guidelines to all chapters, via The Current and/or a letter, encouraging members to carry out an international project.
 2. Judge the entries collected 30 days prior to the National Convention and route names of the winners in both the Collegiate and Alumni categories to the National Treasurer for awards to be presented at the National Convention.
 - b. The Budget Committee, of which the National Treasurer is Chairman, shall:
 1. Review the budget for the current biennium and the latest audit.
 2. Make recommendations regarding financial matters to the National Executive Board.
 3. Prepare a budget for the ensuing biennium which shall be presented to the National Executive Board 30 days prior to the National Convention and then to the delegates at the National Convention.
 - c. The Constitution and Bylaws Committee shall:
 1. Review the Constitution and Bylaws at least once each biennium.

2. Receive and evaluate proposals from chapters or members for amendments or revisions of the Constitution and Bylaws.
 3. Implement the process for amending or revising the Constitution and Bylaws in accord with the procedure described in Article XI.
- d. The Expansion Committee, of which the National Vice President shall be Chairman, shall
1. Develop strategies for locating prospects for beginning new collegiate and alumni chapters.
 2. Assist the Executive Board in making contacts for new chapters.
 3. Work with Regional Directors in promoting chapter development and expansion.
- e. The Long-Range Planning Committee shall:
1. Set goals concerning membership, expansion, services, projects, organizational structure, etc., with focus on a 2-10 year period.
 2. Develop strategies for meeting the goals, keeping in mind recommendations of previous committees.
 3. Submit a written report annually to the National Executive Board and to the National Council and National Convention as appropriate.
- f. The Nominations Committee shall
1. Request nominations from chapters for officers of the Fraternity no later than April 1 prior to the National Convention following the first Call to the National Convention on March 15. (See Article VI, Sec. 3).
 2. Prepare a slate of one nominee for each of the offices of President, Vice President, Secretary, Treasurer, and a Regional Director from each region.
 3. Secure the consent of each nominee to serve in the office if elected.
 4. Submit the slate of nominees to the webmaster in time to be posted on the website (at least 30 days before the National Convention).
 5. Present the slate of nominees at the National Convention in accord with Article VI, Section 3, 4.
- g. The Publications/Writing Committee, of which the Editor is Chairman, shall:
1. Promote the submission of articles to The Current from the chapters by sponsoring writing contests or other means and publishing notices of the contests in The Current, also judge contests that are held and give due recognition/awards to winners as approved by the National Executive Board.
 2. Work with the National President to formulate policies and procedures for publishing and distributing "The Current", two issues each year, published in the (omit "winter") spring and fall.(See Standing Rule 3).

3. Judge contributions to The Current 30 days before the National Convention and route names of winners in both Collegiate and Alumni categories to the National Treasurer for awards to be presented at the National Convention.

h. The Scholarship Committee shall:

1. Examine current scholarship application forms and make any needed revisions.
2. By January 15 of each year, *post on the website and send via email*, an application form and a letter explaining how to apply for a scholarship to each chapter advisor with a due date of March 1st.
3. Judge the applicants and select winners after circulating the applications to the committee members.
4. Notify all applicants of the decisions no later than April 15.
5. Submit information to the National Treasurer concerning the winners and the institutions to which checks will be mailed after the students enroll in the fall.
6. Announce the names of the winners in the next issue of The Current after they have been selected.
7. Submit reports in writing annually to the National Executive Board and each biennium to the National Convention.

i. The Scrapbook Committee shall:

1. Seek to motivate chapters to keep appropriate scrapbooks from National Convention to National Convention by publishing guidelines and information about the scrapbook contest at least once each year in The Current.
2. Judge the scrapbooks of Collegiate and Alumni chapters brought to the National Convention and submit to the National Treasurer requests for appropriate awards.

- j. The Steering Committee shall be appointed from members of the Executive Board for purpose of advising the President and assisting in decision making during the interval between meetings of the Executive Board. The Steering Committee may act on behalf of the Executive Board, provided that all actions of the Steering Committee are reported to the Executive Board members within ten days following the action. Actions of the Steering Committee may be overridden by the Executive Board at a subsequent meeting or by written votes of the Executive Board members.

- Section 7. The President may appoint other Standing Committees and special (ad hoc) committees as deemed necessary to carry on the work of the Fraternity.
- Section 8. A list of all members of Standing Committees shall be published in The Current in the next issue following the National Convention.
- Section 9. Each committee chairman shall file with the National President a written report of the committee's deliberations, decisions, and actions during the biennium at the beginning of the National Convention and at other times as specified by the Constitution and Bylaws and as requested by the National President.

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- Section 10. Each committee chairman shall submit a budget commensurate with the committee work to be done to the National President within 60 days after the National Convention, and shall receive reimbursement following submission of an itemized financial statement to the National Treasurer.
- Section 11 The National Editor shall post "The Current" online (See Standing Rule 3); shall work with the National Executive Board to determine policies concerning the format and contents of The Current; shall work with the National Treasurer concerning finances; shall generate and receive articles and news items for The Current from chapters and officers; shall serve as Chairman of the Publications/Writing Committee; and shall perform such other duties as assigned by the National President.
- Section 12 The National Parliamentarian shall serve at the meetings of the National Council, National Convention, and at other times when called upon by the National President. Robert's Rules of Order, Newly Revised, or the most recent edition, shall be used as reference in addition to the National KAPPA DELTA EPSILON Constitution and Bylaws.

ARTICLE X. PARLIAMENTARY AUTHORITY

- Section 1. Robert's Rules of Order, Newly Revised, or most recent edition shall be the parliamentary authority with respect to all procedures not specifically provided for in the Constitution and Bylaws of KAPPA DELTA EPSILON.
- Section 2. In the event that it becomes expedient to suspend any provisions of these Constitution and Bylaws or Robert's Rules of Order, a three-fourths vote of the voting delegates at the National Convention shall be required.

ARTICLE XI. AMENDMENT AND REVISION

Amendment and revision to the Constitution and Bylaws may be made in two ways:

Section 1. Amendment proposed as National Convention Business.

- a. Any amendment or revision of the Constitution and Bylaws that is to be presented for adoption at the National Convention must be submitted to all chapters, via the Advisors, no later than 45 days prior to the National Convention. A notice of intent to present the proposals shall be sent to the National President.
- b. The proposed amendment or revision shall be distributed in written form to all delegates at the Convention business session.
- c. Approval by two-thirds of the votes cast at the National Convention business session shall be required for the adoption of an amendment or revision of the Constitution and Bylaws.

Section 2. Amendment proposed during the biennium interval between National Conventions.

- a. If a member wishes to propose an amendment or revision to the Constitution/ Bylaws and feels that it is not feasible to wait until the next National Convention, the proposed amendment or revision shall be submitted to the Chairman of the Constitution and Bylaws Committee. The Constitution and Bylaws Committee shall evaluate the proposal to determine whether the urgency is sufficient to proceed with the proposal during the interim or whether it should be held over for presentation to the National Convention. If the Committee decides that the proposal should wait until the National Convention, the Chairman shall so notify the person who proposed the amendment.
- b. If the Constitution and Bylaws Committee elects to proceed with the proposal during the interim, it shall submit amendments to the Executive Board (either at a meeting, or, if no meeting of the Board is scheduled, shall send copies to each Executive Board member). If the proposal is approved by a majority of the members of the Board present and voting at a meeting or by a majority of those who respond within 15 days after the proposal is sent to them, the proposal will then be sent to the chapters, via the Advisors, for their vote. Approval by two-thirds of the chapters is necessary for passage. Chapters not responding within 45 days after the proposal is sent to them will be considered to have voted for the proposal.
- c. Because many chapters do not meet during the summer, no items may be sent for chapter vote between the dates of April 1 and September 15. To be considered during the biennium interval, a proposal must be submitted to the Constitution and Bylaws Committee in the time between the close of one National Convention and January 15 of the calendar year in which the next Convention will be held.

**KAPPA DELTA EPSILON
STANDING RULES**

1. CHARTER FEE

A chapter being chartered shall pay a chartering fee of \$25.00 and shall provide necessary local transportation, meals, and room accommodations for one night for one or two national officers who serve as chartering officers.

The national treasury shall bear the en route transportation expenses for the chartering officer(s) and shall present the following items to the chapter being chartered:

Charter (framed)
Coat of Arms (framed)
5 Ceremonies of Kappa Delta Epsilon books
KDE pins for each initiate
Membership certificates for each initiate.

2. BOARD MEETINGS: PRE- AND POST-CONVENTION

Executive Board members shall allow time for attending a pre-convention Board meeting and a post-convention Board meeting in conjunction with the Biennial National Convention, each of which may be three hours or more in length. Both incoming and outgoing Board members shall attend the post-convention Board meeting.

3. THE CURRENT

The Current shall be published on the following schedule:

Spring issue – April 1 (deadline is March 1)
Fall issue – November 1 (deadline is October 1)

The Editor shall post each issue online by the publication date and notify advisers via email when the issue is posted. It is the Advisor's responsibility to see that each member is notified.

4. MINUTES VERIFICATION AND DISTRIBUTION

The National Secretary shall, within 45 days of any meeting of the Executive Board or National Council or National Biennial Convention or any called special meeting, prepare minutes of the business sessions of such meetings and submit them for verification to three other persons in attendance at the meeting, as appointed by the National President. These three persons shall respond to the National Secretary within 10 days of receipt of the minutes, pointing out any corrections that should be made. If there are disagreements concerning any part of the minutes the National President shall be called upon to arbitrate.

No later than 90 days after the close of the meeting, the National Secretary shall distribute the minutes as revised to each member of the Executive Board. In addition, minutes of meetings of the National Council shall be distributed to all Council members, and minutes of the National Convention shall be distributed to all Advisors and Co-Advisors. Copies of the minutes shall be made available for everyone in attendance at the next meeting of the body for which they are taken.

5. TRAVEL ALLOTMENT FOR NATIONAL CONVENTION

During August prior to the National Convention, the National Treasurer shall ascertain the number of delegates to be allocated to each chapter for transportation of voting delegates to attend the National Convention. The National Treasurer shall notify each chapter their number of delegates allowed no later than September 1. Each delegate shall be allocated either:

the cost of a 30-day advance round-trip airline ticket from the airport closest to the chapter to the site of the Convention. Exceptions to the 30-day rule must be approved by the National President

or

½ of the IRS allowed mileage rate for each vehicle driven from the chapter site to the National Convention site and return.

The travel fund allotment shall be paid by the National Treasurer at the conclusion of the National Convention in accordance with the number of delegates who have attended the entire convention. Travel allotments will be paid to the person or entity that paid for travel.

6. REGISTRATION FEES, NATIONAL CONVENTION

Each person attending the National Biennium Convention shall pay a registration fee of at least \$5.00. This fee shall not apply to persons (such as spouses, friends, or local KDE members) who attend only a dinner and/or luncheon meeting.

7. TRAVEL ALLOTMENT FOR REGIONAL MEETINGS

During August prior to the Regional Meeting, the National Treasurer shall ascertain the number of delegates to be allocated to each chapter for transportation to attend the Regional Meeting. The National Treasurer shall notify each chapter their number of delegates allowed no later than September 1. The chapter shall be allocated for each delegate either:

1/2 the cost of a 30-day advance roundtrip airline ticket from the airport closest to the chapter site to the airport closest to the site of the Regional Meeting. Exceptions to the 30-day rule must be approved by the National President.

or

¼ of the IRS allowed mileage rate for each vehicle driven from the chapter site to the site of the Regional Meeting and return.

The travel fund allotment shall be paid by the National Treasurer at the conclusion of the Regional Meeting in accordance with the number of delegates who have attended the entire Regional Meeting. Travel allotments will be paid to the person or entity that paid for travel.

8. FINANCES FOR REGIONAL DIRECTORS

The Regional Director in consultation with the National Treasurer shall make a budget for anticipated income and expenses of the Regional Meeting. All receipts from registration fees, food packages, etc., shall be applied to the cost of the meeting. It is the Regional Director's responsibility to see that all expenses of the Regional Meeting are covered by the income generated from receipts at the meeting and the Regional Director's biennial budget. If the receipts from the Regional Meeting exceed the expenses, the balance shall be remitted to the National Treasurer within 30 days after the close of the Meeting.

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9. REGISTRATION FEES, REGIONAL MEETING

Each person attending the Regional Biennial Convention shall pay a registration fee of at least \$5.00. This fee shall not apply to persons (such as spouses, friends, or local KDE members) who attend only a dinner and/or luncheon meeting.

10. ROOM FEE FOR BOARD MEMBERS AT CONVENTION

National Board members will be reimbursed for one-half of a two-person room at the convention. Transportation fees will be based on the least expensive air fare available or car travel as other delegates.

11. SEATING AT NATIONAL CONVENTION

At the National Convention those seated at the Awards Banquet head table shall include the National Honorary member/speaker and Kappa Delta Epsilon officers.

12. NATIONAL INITIATION OF HONORARY MEMBER CEREMONY

The National Honorary member initiation ceremony shall be conducted by a former National President chosen by the current National President. The duties of the person so chosen shall include the responsibility for all arrangements thereto.

13. MEETING OF THE NATIONAL COUNCIL

There shall be at least one meeting of the National Council during the National Convention.

14. NATIONAL PROJECT

A national project shall be selected by the National President to be followed during the ensuing biennium under the nurture and leadership of the National Vice President. Suggestions may be made during the various council meetings for naming the project for which an award will be made at the next National Convention. The National President will announce the project in the first issue of the Current following his/her election.

15. BUDGET ADHERENCE

Each officer spending Fraternity finances shall be given an individual listing of the budget allowance for his/her office within 60 days of the beginning of the new biennium.

16. COURTESY FEES

In case of extended illness of any member of the National Council an appropriate card shall be sent by the National President.

In case of hospitalization of a member of the National Executive Board, an appropriate gift will be sent by the National President.

In case of death of a member of the National Executive Board or the spouse of a Board member, flowers will be sent to the funeral by the National Treasurer.

17. NATIONAL KAPPA DELTA EPSILON SCHOLARSHIPS

The convention body will set the amounts of the scholarships when the budget is adopted for the following biennium.

There will be twelve scholarships named as follows:

- The Eva Betschart Scholarship
- The Pat Chesebro Scholarship
- The Margaret Holland-Graves Scholarship
- The Elizabeth Statlander Scholarship
- The Bobby Jones Scholarship
- The Billy Pounds Scholarship
- The Rosemary Mazzatenta Scholarship
- The Clara Hall Scholarship
- The Floreine Hudson Scholarship
- The Lynda F. Goodwin Scholarship
- The Margaret Wight Scholarship
- The Frances T. Carter Scholarship

Amended June 2015