Kappa Delta Phi

Fraternity Manual
The Fraternity Manual of Kappa Delta Phi

Second Edition 1979
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ACKNOWLEDGEMENT

KAPPA DELTA PHI has always been a Fraternity of accomplishments; but none so great as those witnessed in the years 1968 - 1969.

This Manual has taken a tremendous amount of time and energy. True thanks of Brotherhood are more than in order for the following Brothers of KAPPA DELTA PHI:

DANIEL W. ANDREWS -- SIGMA
DONALD H. CARRIER -- OMICRON
PHILIP E. GIBSON -- UPSILON
STEPHEN E. MITCHELL -- LAMBDA
WILLIAM H. MOUNTFORD -- ALPHA
FREDERICK P. RANDALL -- BETA
ROGER D. ST.AMAND -- NU
FREDERICK J. WATSON -- ALPHA
EDWARD F. WEBBER -- IOTA

Every Chapter of KAPPA DELTA PHI has also done their part to help perpetuate and maintain this Fraternity. I would like to thank the above Brothers and all the Chapters for their support in making this Manual possible.

Fraternally,
Robert W. Greig (1969)
Chairman and Executive Director
KAPPA DELTA PHI Fraternity

The ultimate acknowledgement of gratitude is the perpetuation of KAPPA DELTA PHI to the year 1985. Our work in revising this manual is made simpler as a result of the dedication and foresight of our Brothers named above.

Fraternally,
Paul G. Collette
Acting Executive Director
KAPPA DELTA PHI Fraternity

To further perpetuate the goals, ideals and values of KAPPA DELTA PHI this electronic copy of the fraternity manual is being made available to you. Please safeguard this invaluable resource as closely to your heart as you would any other artifact of Kappa Delta Phi.

Fraternally,
Kenneth Holman
Chief Information Officer
KAPPA DELTA PHI Fraternity
KAPPA DELTA PHI NATIONAL FRATERNITY
BOARD OF DIRECTORS

The government of this Fraternity is maintained by a National Board of Directors consisting of nine members. Seven of these members are elected by the Board of Representatives at the National Convention. These elected members of the Board serve four year terms of office; expiration of the terms are so arranged that three or four members are elected every other year at Convention time. The two remaining Board Members shall be undergraduates appointed by each regional Board of Representatives for one year terms.

The Board of Directors meets at least twice each year, also at the time of Convention, and at the call of the Chairman of the Board.

DUTIES OF THE BOARD OF DIRECTORS:

The Board of Directors are granted the powers which are vested in the Board by the Constitution of KAPPA DELTA PHI.

Besides these general obligations, the Board is responsible for all the funds of KAPPA DELTA PHI, Inc.

The Board of Directors has the power to appoint National Officers, including salaried officers. The Board of Directors may remove such officers of the Fraternity by a two-thirds vote if such officers’ work is not performed satisfactorily. The Board has the right to expel and reinstate members as set forth under the conditions of the Constitution of KAPPA DELTA PHI.

The Board of Directors grants petitions for Charters and has the power, by a two-thirds vote, to revoke the Charter of any active Chapter of KAPPA DELTA PHI, Inc. The Chapter By-Laws may also be adopted or amended by a two-thirds vote of the Board of Directors.

The Board of Directors grants awards and honors designated by KAPPA DELTA PHI Fraternity.

THE BOARD MEETINGS:

Because of infrequency of meetings of the full Board of Directors, the powers are delegated to the Executive Director, who operates under the general policies established by the Board of Directors. The full Board must meet at least twice each year and at the time of the National Convention.
NATIONAL OFFICERS

The Board of Directors make up the Officers of this Fraternity as specified in the Constitution.

THE CHAIRMAN:

The Chairman of the Board of Directors is the President of KAPPA DELTA PHI. He is appointed by the Board of Directors at the Convention after the new Board of Directors has been elected. He must have served on the Board of Directors for two years before he may be appointed to the post of Chairman and President of KAPPA DELTA PHI.

The Chairman of the Board presides at the National Convention. He appoints Convention committees and any other committees authorized by the Board of Directors. He also has the power to call meetings of the Board of Directors, Board of Representatives, and Alumni Corporations.

THE VICE CHAIRMAN:

The National Vice-Chairman is the Vice-President of KAPPA DELTA PHI and acts in the absence of the Chairman of the Board. He serves in additional ways as the Board may determine.

THE TREASURER:

The Treasurer maintains the monies and accounting of the funds of KAPPA DELTA PHI. He may be required to prepare financial reports and statements and is a member of the Board of Directors. He is bonded and audited each year. He must have served two years as a member of the Board of Directors before he may be appointed to the post of Treasurer.

THE SECRETARY:

The Secretary must record and keep the minutes at the meetings of the National Board of Directors, Board of Representatives, and Alumni Corporations when they meet with the Board of Directors. He also serves in such additional ways as the Board of Directors may determine. He must have served on the Board of Directors for two years before he may be appointed to the post of Secretary.

BOARD MEMBERS-AT-LARGE:

Members on the Board of Directors serve as Members-at-large, and serve in such additional ways as the Board of Directors may determine.
OTHER NATIONAL FRATERNITY OFFICERS

THE EXECUTIVE DIRECTOR:

The Executive Director is the working head of the National Fraternity and is the chief officer between the Chapters and the Board of Directors. He receives reports as well as fees and dues payable to KAPPA DELTA PHI Fraternity. He executes the rules and regulations of KAPPA DELTA PHI Fraternity, and carries out such policies as may be established by the Board of Directors. He carries out an active program for the development of new Chapters and general promotion of the Fraternity. The Executive Director acts as counselor and advisor to all Chapters. He supervises the work of the Fraternity Field Representatives and other employees of KAPPA DELTA PHI. He also supervises all National Fraternity publications and maintains all alumni and undergraduate records. All correspondence to KAPPA DELTA PHI should be directed to the Executive Director. The Executive Director is appointed by the Board of Directors of KAPPA DELTA PHI.

By September of each year, the Executive Director will prepare and submit an estimated and itemized budget for that ensuing year. This budget must be approved by a majority of the Board of Directors and must appear in the first issue of "KAPPA Talk".

THE FRATERNITY FIELD REPRESENTATIVE:

The Fraternity Field Representative visits all chapters at least once each year. He reports the Chapters' activities to the Executive Director in writing. He is the official emissary of KAPPA DELTA PHI and is authorized by the Board of Directors to examine all books and records of any Chapter he may deem necessary. He counsels the Chapters on local problems and makes recommendations for improvement of Chapter operations. He also contacts local fraternities or groups of students wishing to petition KAPPA DELTA PHI for membership.

The Fraternity Field Representative is also appointed by the Board of Directors of KAPPA DELTA PHI.

NATIONAL OFFICER VISITATION

Chapters of KAPPA DELTA PHI are expected to offer hospitality to any visiting National Officer who is inspecting the Chapter.

Chapters should be prepared to arrange their time to fit the requirements of the Fraternity Field Representative during the visitation.
The National Convention is held at least every two years except in times of National emergency or other serious conditions which may lead the Board of Directors to issue a postponement. The Board of Directors decide upon the time and place of the Convention to be held the first weekend in April, except where falling on a National Holiday in which case the Convention will be held the following weekend.

Each member of the Board of Representatives has one vote at the Convention. Chapter votes may be cast by proxy. Members of the Board of Directors must be present to vote.

CONVENTION DELEGATES:

The delegate is the Chapter President or alternate. When approved by the Board of Directors, the delegate of the Chapter will be paid his expenses to the Convention. It is advantageous to send as many members as possible to the Convention. This gives Brothers a chance to make wide acquaintances from other chapters and provides valuable information on successful Fraternity techniques.

The Convention is largely a work and business session, but it has its recreational and social side also. There is always a formal dinner and a semi-formal dance.
CHAPTERS AND CHARTERS

Local fraternities or groups of men wishing to petition KAPPA DELTA PHI Fraternity for a charter must apply to the Executive Director, who will advise them of the necessary steps to become a Chapter of KAPPA DELTA PHI.

KAPPA DELTA PHI must insist on the following requirements before a charter may be granted:

The group will affiliate for a period of at least three months. The scholastic average of this group must equal 2.20, or an equivalent thereof, depending upon the grading system at the institute of higher education where such group is located. The group must have a minimum of members subject to the approval of the Executive Director. A chartering fee of $250.00 must accompany the petition which is sent to the Executive Director. If the petition to charter KAPPA DELTA PHI is denied, the fee is returned. If the petitioning group is approved, they will be informed of the official date which they will become a chartered Chapter of KAPPA DELTA PHI. An initiation fee for each charter member must be sent to the Executive Director six weeks prior to the proposed date of initiation. Full names of the charter members on form KDP 101 must also be sent so that membership certificates and Fraternity pins will be available at the time of initiation.

A near-by Chapter of KAPPA DELTA PHI is usually the host for the group who wishes to charter this Fraternity. A National Officer will conduct the installation under the direction of the Executive Director.

A charter, once granted, is perpetual; it may be revoked only for good cause by vote of the Board of Directors of KAPPA DELTA PHI Fraternity, Inc.
KAPPA DELTA PHI CHAPTER OFFICERS AND THEIR FUNCTIONS

Each chapter shall have at least the following officers. President, Vice-President, Secretary, Treasurer, Pledge Counselor, Chaplain-Historian, Sergeant-at-Arms. These officers shall be elected by a majority vote of the members participating in Chapter elections.

ACADEMIC RANK OF OFFICERS:

The official hierarchy of the Chapter should conform roughly to academic standing.

The office of Pledge Counselor, because of its importance to the success of the Chapter, should be filled with much regard to his ability and willingness to work.

THE EXECUTIVE BOARD:

The Chapter Executive Board is composed of the officers of the year who were elected by the Chapter. This Executive Board shall meet prior to each general chapter meeting to discuss matters involving the good of the Chapter, or policies which may be recommended to the full Chapter.

The prime purpose of the Executive Board is to make recommendations for Chapter improvement which will be readily accepted by the members, and thus save endless hours of debate at the general chapter meetings. The Executive Board will also oversee and preside over functions of the local chapter which are not in conflict with the National Fraternity and which do not require National attention.

The Executive Board serves as the disciplinary body of the Chapter, acting on minor infractions of Fraternity regulations not serious enough to call for action by the general chapter. Suspension or expulsion is a function of the Chapter, but the Executive Board may never assess these penalties. (See Article II, Section E of the National Constitution).

OFFICERS RESIDENCE:

It is highly advisable that the President, Treasurer, Pledge Counselor, and House-Manager live in the Chapter house if one exists.
RESPONSIBILITIES AND DUTIES OF OFFICERS

PRESIDENT:

The President is the key of the entire chapter administration. He supervises all other officers and committee heads. The chapter President is a member of the National Board of Representatives and is responsible for duties concerning communication between the National and his local chapter.

He has the authority to call special meetings of the chapter and presides at all meetings of the chapter. He is the final judge at the chapter level on the interpretation of the Constitution. Chapter By-Laws, and other regulations unless further interpretation is requested by vote of the chapter.

The President has the power to excuse Brothers who are unable to attend chapter meetings for due cause.

He is responsible for the chapter charter and rituals. The President is also responsible for the observance and enforcement of house rules unless the responsibility is delegated to a House¬Manager.

The President must be able to conduct organized meetings, which are well planned and run properly so that endless debate is eliminated. He should have a thorough knowledge of the chapter By-Laws and of parliamentary procedure. (Robert's Rules of Order)

The President is responsible for the success and well-being of the chapter. He must constantly spur and maintain the chapter’s position on campus through friendly rivalry and good public relations.

THE VICE-PRESIDENT:

The Vice-President is the second most important administrator at the chapter level. He must be able to assume the duties of the President at a moments notice, and be able to preside over the chapter meetings.

He carries out the scholastic program and educational activities of the chapter. It is his duty to keep records of the cumulative grade average of each Brother. The National Fraternity recommends that active Brothers maintain a 2.20 cumulative grade average although the chapter may set its own standard. Any Brother whose average is below the chapter standard should be relieved of any executive position or committee chairmanship in the chapter.

The Vice-President should plan at least two chapter meetings each year with an invited guest speaker to talk on subjects of interest to the chapter.
**THE SECRETARY:**

The Secretary shall keep complete records of proceedings at each chapter meeting. These records must contain an accurate account of all motions and resolutions; the names of the 'movers' and the 'seconders'; and the results—whether passage, failure, or tabling. The Secretary will make the books available upon request of the Board of Directors, Executive Director, or Fraternity Field Representative. He must also take roll and provide the chapter Executive Board with the names of those members who are late or absent. He is in charge of the chapter filing cabinet where chapter correspondence and other records will be kept. He is responsible for having on hand adequate supplies and forms of the local chapter and National Fraternity.

The Secretary is in charge of ordering all jewelry, stationery, and clothing for the chapter from the National Fraternity. All orders are sent on the KAPPA DELTA PHI order form to the Executive Director.

**THE TREASURER:**

The Treasurer is the chief financial officer of the local chapter. He should be bonded ($1000.00) by the first meeting of the school year. The name of the bonding company and the amount of the bond should be sent and held by the Executive Director. The Treasurer is responsible for the collection of payments and the depositing of funds into the designated chapter bank. He will issue in a consistent manner, receipts for all monies received. He will balance the totals of all bank deposits; and the totals of his checks written for the month must balance with the total disbursements shown in his book.

He is responsible for issuing correct bills to members and pledges. He will prepare and read a financial report at each chapter meeting. He will also read the names of members in arrears and the amounts owed by each at chapter meetings.

The Treasurer should send a chapter financial report (Sample C) to the National Executive Director by June of each year, or at the call of the Executive Director.

**MANAGEMENT OF FUNDS** -- The Treasurer must be thrifty with the chapter funds and must prevent the wasting of such funds. He should prepare a budget each September with the help of the Executive Board and follow it. He should make allowances for gifts and charitable contributions and deter the members from voting large amounts for these and other miscellaneous purposes. He must see that all chapter bills are paid by the end of the school year. Holding bills over the summer months may damage the chapter credit and perhaps lead to serious difficulties.

**CHAPTER DUES** -- The local chapter dues charged each Brother is left to the discretion of the local chapter. The National Fraternity recommends that it be no more than $50.00 per semester. Many chapter expenses are covered by the local chapter dues so the Treasurer should see that this figure is adequate to cover expenses.

**NATIONAL OBLIGATIONS** -- The Treasurer is responsible for payment of National obligations. He must see that new members pay their National dues. He must see that the Head-tax per Brother is paid by October and February first of each school year (see section under Rules and Regulations).
THE PLEDGE COUNSELOR:

The Pledge Counselor, as chairman of the pledge committee, shall coordinate all pledging activities within the realm of those activities sanctioned by the National Fraternity.

He should be mature, patient, and be able to command the respect of the pledges. He will be the closest man to the pledges and the impression he makes will govern, to some extent, the impression of the chapter. He will see that initiation fees and form KDP 101 is filled out and sent to the Executive Director immediately after First Degree.

The Pledge Counselor is in charge of the pledges from the time they are rushed until Third Degree. He should lead them through their studies and activities which will prepare them to assume full status as Brothers of KAPPA DELTA PHI.

The Pledge Counselor must see that campus regulations are not violated or overlooked when planning his pledging periods.

Finally, he will let no man be admitted to KAPPA DELTA PHI who is not registered with the National Fraternity. Failure to comply with this regulation will place the chapter on probation. (For more pledging and rushing information, write the Executive Director).

THE CHAPLAIN-HISTORIAN:

The Chaplain-Historian is responsible for all religious activities of the chapter. He will open all chapter meetings and ceremonies with a grace or prayer. He will prepare the room and setting for formal degrees. He is in charge of ordering all ceremonial wreaths and paraphernalia.

The Chaplain-Historian is in charge of keeping a running history of the chapter, and filing such history and pictures in a scrap book. He will also take on the duties of Editor unless one is appointed by the chapter Executive Board.

His most important role is that of preservation of the chapter’s traditions. He should frame any pictures of chapter Presidents, athletes, prominent alumni, or any others of interest to the chapter’s history. These pictures should be hung in the chapter house if one exists. He should take care of any engraving requirements for trophies or other paraphernalia. He will maintain a correct list of chapter members and alumni with correct names and permanent addresses. He will keep any newspaper clippings or pictures in a permanent scrap book.

He is also responsible for the chapter library and should see that all past and present Fraternity news is available.

THE SERGEANT-AT-ARMS:

The Sergeant-at-Arms is the official guard at all Fraternity functions and will be responsible
for maintaining order. He is responsible for carrying out any orders of the chapter Executive Board concerning censorship and removal of any member at a meeting.

He will also remove any Brother consuming or having already consumed alcoholic beverages at any pledge degree, ritual or meeting.

He is, along with the pledge counselor, in complete charge of all conduct at pledge functions. He will also assist the President or House-Manager in the enforcement of house rules and the maintenance of study hours.

THE HOUSE-MANAGER:

The House-Manager is responsible for the physical property of the chapter house. He must see that the equipment is kept in good repair and replaced when necessary. If equipment is allowed to deteriorate, it becomes extremely expensive to repair or replace. The House-Manager should spot minor damages, such as broken chair legs, small rips in upholstery, and any other damaged property. He should see that such conditions are repaired at once before they are too badly deteriorated. He should have limited use of pledges so that broken windows, painting, and other minor repairs may be corrected or reconditioned. He has the responsibility for calling to the attention of the Alumni Corporation the need for major repairs. He should also see that Brothers are billed for any abuse or misuse of furnishing owned by the chapter.

FIRE SAFETY -- The House-Manager must see that adequate fire extinguishers are provided, that the electric-box is not over fused, and that extension cords are not run haphazardly through the rooms. He should see that areas are kept clean and that no rags, grease, oil, or paint are stored improperly. He must caution Brothers against smoking in bed. A thorough check of the entire house each month should be made for possible fire hazards. Remedies for any such conditions should be made. He should also cooperate with the local fire officials. If the House-Manager takes these precautions, there will be much less danger of a traffic fire in your chapter.

SANITATION -- The House-Manager is in charge of all aspects of sanitation in the chapter house. He must see that bathrooms and laundry are kept clean. He must see that trash is removed and all sanitary precautions are observed. He must also see that kitchen and dining facilities are kept spotless.

FOOD FACILITIES -- The House-Manager is in charge of all aspects of the kitchen. If the chapter does not eat its meals at the college or university facilities, the House-Manager recommends the hiring or dismissal of a cook and other kitchen employees to the Alumni Corporation. Employees who are handling food should be given a pre-employment examination by a physician. The certificate should be held by the Alumni Corporation. The House-Manager will work with the chapter Treasurer to plan per-meal food costs and then advise the cook when these must be adjusted.

If a House-Manager is not appointed by the chapter Executive Board, the President will assume these duties.
MEETINGS

Meetings of the local chapter will be held at regular intervals as directed by the chapter's Executive Board. The National Fraternity recommends that the chapter meet at least twice each month.

The President may postpone or delay a regularly scheduled meeting or reschedule a meeting for due cause. Special meetings may be called by the President, the chapter Executive Board, the Alumni Supervisors, any member of the National Board of Directors, or a National Field Representative.

A quorum for transacting business shall be a majority of active members in good standing. If a quorum of members is not established, no business may be carried out at the meeting. Robert's Rules of Order is to be used at chapter meetings when the Constitution and By-Laws do not apply. Only Brothers in good standing have the privilege of voting.

Each member must attend every chapter meeting unless prevented by conditions beyond his control.

CHAPTER BY-LAWS

Chapters wishing to alter the By-Laws of this Fraternity, either by omissions or additions, must consult the Executive Director. He will advise the chapter as to whether or not the proposed change is acceptable to the National Board of Directors.

ELECTION OF CHAPTER OFFICERS

Elections must be held once each year following National Convention. Newly elected officers will preside over the last meeting of the year. Officers must serve for a full year. Chapters electing officers for a shorter period will be subject to a fine of $50.00, and may be placed on probation by the National Board of Directors since short election terms could lead to unsettled and inefficient chapter management.

Notice of any upcoming elections must be given by the President two meetings prior to the elections. A committee to nominate, composed of graduating seniors, will make nominations and present a slate of officers for the next Executive Board. These nominations shall be made one meeting prior to elections and additional nominations may be made from the floor at this time.

Voting shall be made by secret ballot in the order that the officers are outlined in the Chapter By-Laws. The Secretary and Sergeant-at-Arms shall count all votes at chapter elections. If no candidate obtains a majority of votes on the first ballot, a run-off election will occur between the two highest candidates.

Incoming officers shall be installed by the prescribed rituals and shall take office at the chapter meeting following elections. The new Executive Board should appoint any other officers within two weeks.
If any vacancy should occur in an elected office, this vacancy must be filled within two weeks by election.

**FACULTY ADVISOR**

If the college or university requires the chapter to have a faculty advisor, seek out a person who will benefit your chapter. If possible ask for a member of the faculty who is an alumnus of KAPPA DELTA PHI or one who has no other affiliation with a national fraternity.

If the college administration alone appoints the faculty advisor, remember that he has the powers and duties which the college or university confers upon such advisors.

**KAPPA DELTA PHI RULES AND REGULATIONS**

**MEMBERSHIP**

Only males of good character who are studying in institutions of higher education and who manifest a keen interest in higher education shall be eligible to membership in this Fraternity.

Once initiated, the obligations involved in membership are assumed for life. Members of KAPPA DELTA PHI may join fraternities which are strictly honorary, but no other which would compete with KAPPA DELTA PHI.

When a Brother leaves the school at which he was initiated, he becomes an alumni member of that chapter and the National Fraternity. If he should return to the same institution, he once again becomes an active member of the chapter, providing he has no unsettled obligations to the chapter.

**TRANSFERRING:**

If any member of a chapter transfers to another college or university where there is a chapter of KAPPA DELTA PHI, he may become an active member of that chapter provided that he is recommended by his chapter President and has met all chapter obligations. (Sample D) A copy of the transfer recommendations must also be sent to the Executive Director. If accepted, the Brother has the same privileges as any active member of that chapter.

**ACTIVE ALUMNI:**

Active Alumni are those members who are no longer attending the institute of higher education where they were admitted to chapter membership. The only requirement for an alumnus is that he subscribe to the alumni publication each year published by the National Fraternity. The subscription fee is used to support the Fraternity's publications.
HONORARY MEMBERSHIP:

Honorary members shall be those men selected by chapters of KAPPA DELTA PHI and authorized by the Board of Directors. These men must show extraordinary qualifications and may not be members of this fraternity. They must be unanimously approved by the local chapter, and the application (Sample E) sent to the Executive Director for approval by the National Board of Directors. A fee, paid by the chapter, must accompany application for honorary membership.

When approved, the honorary member is entitled to full benefits of this Fraternity for life. He will receive an honorary membership certificate from the National Fraternity.

CROWS:

Crows are members of KAPPA DELTA PHI Chapters who are selected by the active chapter and approved by the Board of Directors for services and contributions which are outstanding to a chapter. They must be unanimously elected by the chapter and application (Sample E) sent to the Executive Director for approval by the National Board of Directors. A fee paid by the chapter, must accompany each application. Crows receive a certificate, the Fraternity key, and their name should be engraved on a chapter plaque displayed by the chapter.

SUSPENSION AND EXPULSION:

Active chapters may suspend any Brother who has not met his financial obligations to the chapter. The suspension will be for 30 days. If, after that time, he still has not met his obligations, he may be recommended for expulsion to the National Board of Directors (Sample F).

A chapter may also recommend for expulsion, any member who has shown conduct seriously unbecoming a member of KAPPA DELTA PHI. (Expulsion is subject to Section E and F, Article II of the Constitution.)

NATIONAL FRATERNITY OBLIGATIONS

The National Fraternity must have the financial support of its chapters, just as the chapter needs the support of its members.

The National Fraternity can devote more time for constructive efforts when it does not have to devote time to the collection of outstanding chapter obligations.

INITIATION FEES:

Directly after First Degree, the correct names and permanent addresses of pledges must be sent to the Executive Director on Form KDP 101 (Sample A). An initiation fee for each listed
member must accompany Form 101.

Pledge fees are left to the discretion of the chapter, but 50% must be sent to the Alumni Corporation if one exists.

Also, no person may be initiated as an Honorary Member or Crow until application and fee have been sent to the Executive Director.

**THE HEAD-TAX:**

Each active member of KAPPA DELTA PHI is required to pay a head tax each semester of the school year. The chapter sends these fees together with form KDP 202 (Sample B) to the Executive Director by October 31st and February 28th each school year.

**NON-PAYMENT PENALTIES:**

After sixty days, a chapter in arrears will be placed on probation. Chapters on probation or not in good standing have no Convention vote.

A chapter which is on probation twice in two years is subject to review by the National Board of Directors.

While a chapter is on probation, it must fulfill any special requirements placed on them by the Executive Director until obligations have been satisfied.

**EMBLEMS, JEWELRY, APPAREL, AND STATIONERY**

The National Fraternity, in order to protect the interests of the Fraternity membership, approves all emblems, jewelry, apparel, and stationery needed by chapters of KAPPA DELTA PHI.

**THE PLEDGE PIN:**

The Pledge pin is lozenge in shape. The top portion of the lozenge of is gold; the bottom black enamel. The pins are purchased by the chapter from the Executive Director. The pledge, after to his third degree, must return the pin Pledge Counselor. If pin the Pledge wishes to purchase the, he may buy it from the chapter.
THE BADGE.

The badge, like the pledge pin, is lozenge in shape consisting of a diamond shaped panel of black enamel on which appears the three Greek letters of KAPPA DELTA PHI in vertical arrangement and in gold showing through the enameled surface: This badge can be ordered from the Executive Director.

THE JEWELLED BADGE.

Undergraduates are not permitted to wear the jeweled badges. These badges are the same basic design as the plain badge, but are paneled with a border of twenty pearls. They may be worn only by alumni, honorary members, by mothers, sisters, wives, or fiancées of active or alumni brothers.

THE KEY:

The Key is an old fashioned scroll pierced by a quill which forms the end of the Key. The KAPPA DELTA PHI crest appears on the scroll. The key is presented to all Crows by the National Fraternity. Local chapters, with the approval of the Executive Director, may present the Key to their five top scholars each year. The Key is also presented with the Senior Scholarship award.

GUARDS AND DANGLES:

Guards and Dangles are available for all chapter officers, active and alumni brothers.

THE COLORS.

The colors of this Fraternity are black and gold.
Pledge Pin

Badge

Jeweled Badge

Key

Crest
THE FLOWER:

The Fraternity flower is the yellow rose.

THE MASCOT:

The Fraternity mascot is the Crow.

THE FLAG:

The flag is rectangular in shape consisting of three equally spaced panels. The center panel being black and the two outer panels being gold. Greek letters (ΚΔΦ) of gold appear in vertical arrangement centered within the black center panel. The chapter name, in black letters, is on the lower right corner of the right gold panel.

The flag is to be displayed at all special occasions of the Fraternity and each active chapter must possess a flag.
THE PRESIDENTS CUP:

The Presidents cup is awarded to the chapter with the highest number of registered (paid) undergraduate members at the Convention. The percentage of undergraduate members registered is multiplied by a mileage factor. The cup is passed on at each Convention to the new winner. If won three consecutive times, the winning chapter will be awarded a plaque and the cup will remain in circulation.

THE NATIONAL RELATIONS AWARD:

This plaque is awarded to the chapter with the highest number of registered (paid) alumni brothers registered at the Convention.

The same mileage factor used in determining the Presidents Cup Award is also used for this award. The plaque remains with the chapter and a new plaque is presented at each Convention.

DR. EDWARD A. LINCOLN DISPLAY AWARD:

This plaque is awarded to the chapter with the most outstanding display of Fraternity materials at the Convention and is retained by the winning chapter.

DR. FRANKLIN C. ROBERTS PHILANTHROPY AWARD:

This certificate of merit is awarded to each chapter who best exemplifies acts of philanthropy performed by the local chapter for an individual for their college or community. Chapter reports of philanthropy projects should be received by the Executive Director 30 days prior to the Convention. The certificate is retained by each recognized chapter.

DR. LEONARD A. JOLL SCHOLARSHIP AWARD:

This plaque is awarded to the chapter with the highest scholastic point average for each member for the September-January semester of a Convention year. The winning chapter retains the plaque.

THE EDWARD F. WEBBER SCHOLARSHIP AWARD:

This plaque is awarded to the active Brother who has attained the highest scholastic point average for the September-January semester. The plaque is awarded at the Convention after application by the chapter president at least 30 days prior to the Convention.
THE NAHUM LEONARD SCHOLARSHIP:

This scholarship is granted to a Brother of KAPPA DELTA PHI who has a cumulative average of 2.50 or better and has a definite financial need. The Brother must be recommended by the chapter Executive Board and application sent to the Executive Director. The application must be received by December 1st of each school year (Sample G). The scholarship is in the amount of $250.00 and is deposited with the college or university where the Brother is studying. The National Board of Directors selects the recipient of this scholarship.

THE KAPPA DELTA PHI SENIOR SCHOLARSHIP:

This scholarship is offered to a senior of KAPPA DELTA PHI Fraternity. It is granted to the one senior in the Fraternity who has the highest cumulative point average. The cumulative average of his freshman, sophomore, and junior year determine his cumulative average. The amount of the scholarship is $200.00 and application for such must be sent to the Executive Director in October of the applicant's senior year. (Sample H) The winning senior will also receive the Key of KAPPA DELTA PHI Fraternity.

FINANCIAL ASSISTANCE:

KAPPA DELTA PHI may grant financial assistance to any active member of the Fraternity who has a definite need for such assistance. A letter for such assistance, certified by the chapter President, should be sent to the Executive Director for review by the Board of Directors. If funds are available and the need is great, a repayable loan may be issued to a Brother.
KAPPA DELTA PHI ALUMNI CORPORATIONS

ORGANIZATION

A Chapter of KAPPA DELTA PHI must be organized as a building corporation if a Chapter wishes to secure a house. The Alumni must set up the corporation under the general guide lines stated in the "Model Articles of Incorporation" (Sample I) in this manual. They will appoint an attorney of their choice, from the state in which the Chapter is located, to work in conjunction with the General Legal Counsel of KAPPA DELTA PHI Fraternity.

Experience shows that the strong Chapters are those with alumni guidance and help. KAPPA DELTA PHI's plan for Alumni Corporations (whose Board of Directors are known as Alumni Supervisors) has been developed to afford this aid to the active Chapters of KAPPA DELTA PHI.

The Alumni Corporation should be composed of all the alumni of the Chapter, who are in good standing with both the Chapter and the National Fraternity. The standard requirement for alumni to be in good standing with the National Fraternity is that they are a paid subscriber to the alumni publication printed by the National Fraternity. All members in good standing of active Chapters should automatically become members of their Alumni Corporation upon graduation or upon leaving school.

The members of the Alumni Corporation will meet at least once a year, preferably at Homecoming or at a time when most members could be present. The five alumni members of the Alumni Supervisors will be elected to office at that time. They are chosen without being designated to a particular office, this being left to the decision of the full Board of Alumni Supervisors including two representatives of the active Chapter. The Alumni Supervisors may not consist of less than seven trustees or directors, of whom not less than five are alumni of the Chapter. The other two will be the President and Treasurer of the Chapter for the current year.

The best results will be achieved by the Alumni Corporation when the members of the Alumni Supervisors are located in or near the town in which the Chapter is situated. This enables the Supervisors to meet frequently with a full membership present, attend active Chapter meetings often, and have a full knowledge of local Chapter conditions.

A copy of the new slate of officers, the minutes of the meetings, the yearly financial report (Sample J), and the annual report (Sample K) must be sent to the Executive Director by the Alumni Supervisors within 30 days after the annual meeting. The affairs of the Alumni Corporation are administered between annual meetings by the Board of Alumni Supervisors. The Alumni Supervisors may also meet with the National Board of Directors at the call of the Executive Director of KAPPA DELTA PHI Fraternity.
OBJECTIVES OF THE ALUMNI CORPORATION

1. To supervise the finances and budget of a Chapter and determine the basic goals for the Chapter.

2. To aid in the collection of delinquent accounts of an alumni or Chapter.

3. To hold the real estate of the Chapter, or set up a sound system by which the Chapter may rent suitable housing.

4. To foster the interest of the active and alumni members of the Chapter.

5. To supervise and set standards of scholarship for the Chapter membership.

6. To keep alive alumni interest by encouraging the publication of Chapter news.

7. To aid the Chapter in the formation of sound financial policies.

8. To aid in good relations between the active Chapter and the administration of the college or university where the Chapter is located.

9. To raise or provide funds in order that Alumni Supervisors may attend the National Convention.

10. To maintain the lists of active alumni, deceased, or expelled members of the Chapter.

ALUMNI CORPORATION REGULATIONS:

It is recommended that every Chapter form an Alumni Corporation as soon as it may be possible for the Chapter to do so.

The corporation by-laws must carry specific provisions to the effect that all operations are subject to the rules, regulations, and Constitution of KAPPA DELTA PHI, INC. of which such chapter is a subsidiary working part.

The Alumni Corporation must make house conditions adequate and conducive to study; there must be proper study tables, lamps, and an effectively enforced study period. The value of scholastic success is a prime responsibility of the Alumni Corporation.

In order to have well-informed Alumni Supervisors, it is necessary that they attend the National Convention.
CHAPTER HOUSING:

It is the responsibility of the Alumni Corporation to see that the Chapter has suitable housing. Rental property is a temporary measure until the Chapter is in a position to build or buy. The rent must not be beyond the means of the Chapter and in some cases it is possible to rent with the option to buy. Be certain the Chapter’s interests are protected by a properly executed lease.

When the building fund reaches a suitable figure, the Alumni Corporation may consider the possibility of building or buying a permanent chapter house. Money needed to acquire a house will vary from chapter to chapter. However, the figure should be substantial. It is sometimes possible for the Alumni Corporation to get low or non-interest bearing notes from alumni who wish to help finance the Chapter house. It is not unacceptable for a Chapter to have a mortgage, but it is most unfortunate for a Chapter to be heavily committed to interest payments.

Before the arrangement are completed for the purchase or construction of a Chapter house, plans and specifications must be sent to the Executive Director for review by the Board of Directors of KAPPA DELTA PHI, Inc. Under certain conditions, it may be possible for the National Fraternity to lend part of the cost of the building to the Alumni Corporation. Inquiries as to current requirements for such a loan should be addressed to the Executive Director of KAPPA DELTA PHI Fraternity.

The condition of the Chapter house, the need for repairs, or the need of new furniture should be carefully checked each year by the Alumni Corporation.

Fire safety and sanitary conditions should be checked at least twice each year and steps made to increase the financial efficiency of the corporation by the Alumni Supervisors. The budget should be checked at the start of each school year to see that the number of men in the Chapter are sufficient to provide the estimated income. Early adjustment of the budget can prevent drastic consequences later in the year.

The Alumni Corporation is reminded that the National Constitution provides that control of all property of chapters in financial jeopardy or in a dormant state is vested in the National Fraternity of KAPPA DELTA PHI, Inc. The financial relationship between the active chapter and the Alumni Corporation is one of the rentee and landlord. The rent paid by the active Chapter to the Alumni Corporation should be enough to cover the costs of maintaining the Chapter property, taxes, insurance, and upkeep.

The income of the Alumni Corporation ordinarily consists of rent. Sale of stocks and bonds, money borrowed on mortgages, and loans or donations from alumni also add to the income of the Alumni Corporation.

All unpaid bills of active members of the Chapter will be handled by the Alumni Corporation except those due the National Fraternity. It is most important that the Alumni Supervisors are thoroughly familiar with the payments due under provisions of mortgages, notes, or loans from the National Fraternity.

It is the responsibility of the Alumni Corporation to insure the Chapter house and furniture against fire and other hazards. Frequent review of the building and equipment to be sure it is in line with current evaluations is recommended. Liability insurance for the Chapter must also be secured.
It must not be forgotten that certain administrative expenses will be acquired with the running of an Alumni Corporations bonding of the Treasurer, cost of stamps, supplies, and other expenses which may occur. A reserve fund of $1,500.00 should also be kept in case an emergency should rise.

It must be reminded that before filing for corporate papers, a typed copy must be submitted to the Executive Board so that approval may be secured from the Board of Directors of KAPPA DELTA PHI, Inc. For further information on Alumni Corporations, contact the Executive Director of KAPPA DELTA PHI, Inc.
THE CONSTITUTION OF THE KAPPA DELTA PHI FRATERNITY.
"MAY THE SPIRIT NEVER DIE"

PREAMBLE TO THE CONSTITUTION OF KAPPA DELTA PHI FRATERNITY

The purposes of this fraternity shall be to bring together males of good character who are studying in institutions of higher education and who manifest a keen interest in higher education, to promote the highest ideals and educational practices, to promote a spirit of good citizenship and to seek change in our institution only through duly constituted authority, to actively support the fight against discrimination on the basis of race, color, or creed, and to strengthen and preserve the bonds of brotherhood which link men together working toward a common cause.

ARTICLE I: NAME

Section A.

The name of this Fraternity shall be KAPPA DELTA PHI

ARTICLE II: MEMBERSHIP

Section A.

Membership to this Fraternity shall be limited to males who have been initiated into a chartered chapter of KAPPA DELTA PHI. Each member upon initiation shall be given a signed certificate of membership from the National Fraternity. (Amendment adopted April 8, 1978).

Section B.

Eligible members are classified as follows.

1. Active. Only males of good character who are studying in institutions of higher education and who manifest a keen interest in higher education shall be eligible to membership in this Fraternity.

2. Active Alumni. Active Alumni members are those which have either graduated
from or are no longer attending the institute of higher education where they were admitted to chapter membership.

3. Honorary Members: Honorary membership shall be those selected by chapters of KAPPA DELTA PHI and authorized by the Board of Directors.

4. Crows: Members of KAPPA DELTA PHI Chapters who are nominated by an active chapter and approved by the Board of Directors for services and contributions which are outstanding to a chapter.

Section C.

Any member in good standing in a chapter may transfer to another with the approval and consent of each chapter concerned.

Section D.

Membership to this Fraternity shall be for life and no member may voluntarily sever his connection therewith.

Section E.

Any member, by vote of the Board of Directors may be expelled from this Fraternity after due hearing.

1. Upon request by three-fourths vote of an active chapter membership against an active member.

2. Upon request of any member of the Board of Directors against an active alumnus who has shown conduct unbecoming a member of this Fraternity.

Section F.

A person expelled from membership may be reinstated by unanimous vote of the Board of Directors, only if he was expelled for financial delinquency and his obligations have been paid in full.

ARTICLE III: GOVERNMENT

Section A.

The government of this Fraternity shall be vested in the Board of Directors who shall be
I. The Board of Directors shall be composed of seven members and they shall be graduate active alumni members or senior active brothers graduating in the same semester as their election, who are at least 21 years of age. (Amendment adopted May 1, 1971).

The membership of the Board of Directors will remain as it is currently defined except that two undergraduate positions will be created. The two positions carry full privileges. Such positions are for one year terms and will be filled by election at the Presidents / Treasurers meeting. Applications must be presented in written form to the Executive Director prior to 30 days of the Presidents! Treasurers meeting at which the active chapters in good standing will elect these positions.

2. Members of the Board of Directors will be elected at the National Convention and will serve terms of four years or until successors are elected. (See ARTICLE VII: ENACTMENTS).

3. Any vacancy on the Board of Directors will be filled by appointment by the Board of Directors until the vacancy has expired and it is filled again by election at the National Convention.

4. Any Alumni member who is eligible and in good standing must submit his declaration of candidacy and state his objectives to the Executive Director prior to 60 days of the National Convention at which members of the Board of Directors are to be elected.

Section B.

The Board of Directors shall be the officers of this Fraternity. There shall be a Chairman of the Board (President), Vice-Chairman (Vice-President), Secretary, and a Treasurer.

I. All other officers are appointed by the Board of Directors and are subject to the Board of Directors.

2. The Chairman of the Board will be appointed at the National Convention and the other officers will be appointed at the next regularly scheduled meeting of the Board of Directors.

3. Other officers such as the Executive Director, Director of Graphics, Alumni Supervisors, Alumni Secretary, General Legal Council, Chapter Supervisor, and Fraternal Field Representatives shall be appointed as needed by the Board of Directors. (Amendment adopted April 8, 1978).
4. All committees will be created at the discretion of the Board of Directors of this Fraternity.

5. The Board of Directors of KAPPA DELTA PHI will designate and define two representative regions of the National Fraternity. A Board of Representatives will exist for each of this defined regions. The Board of Representatives will meet at least once each semester in a meeting called by the Executive Director. The Boards will meet separately in their own regions. Expenses for chapter presidents will be paid by the sending chapter in the fall and by the National Fraternity in the winter. (Amendment adopted January 24, 1976).

Section C.

The Board of Representatives shall consist of the chapter president from each chapter and the Board of Directors.

1. The Board of Representatives is the polling body of KAPPA DELTA PHI at the Convention.

2. The Board of Representatives shall recommend action to the Executive Board for the betterment of KAPPA DELTA PHI.

3. The Board of Representatives shall fill by election the expired terms of the Board of Directors once every two years at the National Convention by a two-thirds vote of the polling body. (See ARTICLE VIII. ENACTMENT, Section A).

4. The Board of Representatives will meet at least twice yearly at a time and date recommended by the Board of Directors.

5. All duties and assignments of the Chapter Representatives must be carried out or the Chapter is subject to appropriate action by the Board of Directors.

Section D.

The investment, custody, and control of all funds of this Fraternity shall be vested in the Board of Directors.

By September of each year, the Executive Director will prepare and submit an estimated itemized budget for that ensuing year. This budget must be approved by a majority of the Board of Directors and must appear in the first issue of "KAPPA TALK". (Amendment adopted January 24, 1976).
Section E.

Enactments of this Fraternity which are secret shall be those contained in the Rituals. These enactments shall have equal force and validity in all respects to the Constitution. The Rituals shall remain unaltered and unamended except by a three-fourths vote at the National Convention after approval by the Board of Directors.

Section F.

By-Laws not furtherance The By-Laws vote of the inconsistent with this Constitution, and in of the purpose thereof, shall be promulgated shall be approved or amended by a two-thirds Board of Directors.

Section G.

The Manuals shall be issued and revised as necessary by the Board of Directors and shall have equal force and validity in all respects to the By-Laws of this Fraternity. Other matters relative to the government and well being of the Fraternity shall be issued from time to time by and with authority of the Board of Directors.

Section H.

The Convention shall be called by the Board of Directors at least every two years. Notice of the time and place shall be given to the chapters at least three months prior to the date of the Convention; provided however, if the Board of Directors shall conclude that the holding of National Convention is inadvisable because of the state of the nation or the financial condition of the Fraternity, then in such event the Board of Directors shall have and is hereby given authority to postpone such Convention until such time as the condition causing the postponement shall have passed, in which case notice shall be sent by certified return receipt to each chapter. (Amendment adopted April 8, 1978)

1. Each active chapter in good standing shall be allowed one vote at the Convention. Such votes are to be cast by the presidents or designates of local chapters. Chapters may vote by proxy provided that the proxy vote is received by mail at least 30 days prior to opening of Convention. Any chapter or brother shall be in good standing when such chapter or brother has satisfied all obligations to the Fraternity. (Amendment adopted April 8, 1978).

2. Each member of the Board of Directors shall be allowed one vote at the Convention.

3. When it is approved by the Board of Directors, the Fraternity shall pay the expenses for the Convention as follows I
   a. Members of the Board of Directors.
   b. National Officers appointed by the Board of Directors.
   c. The President or proxy from each active chapter.
4. The polling body of the Convention shall elect the Board of Directors of this Fraternity.

5. The polling body of the Convention shall prescribe and determine the general policies of this Fraternity.

6. The Convention of this Fraternity shall be presided over by the Chairman of the Board or Executive Director wherein not otherwise provided in this Constitution or the By-Laws, ROBER TS' RULES OF ORDER shall apply.

ARTICLE IV: CHAPTERS & CHARTERS

Section A.

Only institutions of higher education are eligible to petition this Fraternity.

Section B.

All petitions or applications for charters shall be made to the Executive Director of KAPPA DELTA PHI, Inc. He will submit the same to the Board of Directors for approval. Petition or applications must be approved by 6/7 vote of the Board of Directors.

Section C.

The Executive Director will handle all procedure for the establishment of a new chapter after approval for consideration to charter has been given by the Board of Directors. The Executive Director may delegate responsibilities to a nearby chapter, Alumni Supervisor, or Fraternity Field Representative if the situation requires such action.

Section D.

Responsibility for the National Fraternity and for all active chapters and alumni files shall be vested in the Board of Directors, but supervision of active chapters may be delegated to the Director of Alumni Corporation Services Division, or Fraternity Field Representatives. (Amendment adopted April 8, 1978).

Section E.

When a chapter becomes dormant or is declared to be in jeopardy by the Board of Directors, all property of such chapter shall be subject to the control of and the disposition by a trustee or trustees appointed by the Executive Director to conserve or liquidate such property for those having a legal or equitable interest therein.

Section F.

Active chapters shall have offices with duties as outlined in the Manual of KAPPA DELTA PHI Fraternity.
Section G.

A Chapter of this Fraternity shall always conduct itself with the highest moral and social norms.

1. No chapter shall harbor persons of immoral character.

2. All chapters will abide by the regulations of conduct of the institution, where such chapter exists.

Section H.

The charter of any chapter may be suspended or placed on probation by a majority vote of the Board of Directors. Charters may be revoked upon a 6/7 vote of the Board of Directors.

Section I.

The Chapters of this Fraternity shall be designated in the order of their installation according to the letters of the Greek alphabet.

ARTICLE V: CEREMONIES, FORMS, INSIGNIA, AND APPAREL

Section A.

All ceremonies, forms, insignia and apparel of this Fraternity shall be established by the Rituals, Manuals, and By-Laws of this Fraternity.

ARTICLE VI: AMENDMENTS

Section A.

By a Convention; This Constitution may be amended by a three-fourths affirmative vote of active chapters at a Convention, each chapter having one vote.

1. Provided however, that the proposed amendment shall be submitted in writing by certified return-receipt mail to the Board of Directors in care of the Executive Director by any active chapter in good standing or by a member of the Board of Directors, at least ninety days before the opening of Convention. The Board of Directors shall consider the proposed amendment, and they shall submit it to the active chapters of this Fraternity at least thirty days prior to the Convention, with any recommendations the Board of Directors may have. (Amendment adopted April 8, 1978).
Section B.

By a chapter; This Constitution may be amended by a three-fourths affirmative vote of the chapters.

1. Provided however, that proposed amendments shall be submitted in writing by certified return-receipt mail to the Board of Directors in care of the Executive Director by an active chapter in good standing or a member of the Board of Directors. The Board of Directors shall consider said proposed amendment, and it shall be submitted in writing to the active chapters of this Fraternity within 60 days after receipt of said proposed amendment with any recommendations the Board of Directors may have. Chapters, upon receipt of said proposed amendments, shall within 30 days forward their vote to the Board of Directors in care of the Executive Director by certified return-receipt mail. All amendments approved in this manner shall become effective the 20th day after expiration of the 30 day voting period. (Amendment adopted April 8, 1978).

ARTICLE VII: REFERENDUMS

Section A.

Upon a three-fourths majority vote of a chapter, said chapter may appeal any act of the Board of Directors or National Officer by forwarding its appeal by certified return-receipt mail to the Board of Directors in care of the Executive Director. Said appeal shall recite therein such act, ruling or edict, as made by the Board of Directors or National Officer, considered detrimental to the interest of the National Fraternity or chapter, either directly or indirectly. (Amendment adopted April 8, 1978).

1. Upon receipt of such appeal by the Executive Director, it shall be incumbent upon such Board of Directors or National Officer to either affirm or reverse the said act within 30 days after receipt of such appeal. If an affirmative is made by the aforesaid Board of Directors or National Officer, the Executive Director shall forward an exact copy of the chapter's appeal, together with an exact copy of the affirmation, to every chapter in good standing, within 60 days after receipt of the original appeal by the Executive Director. (Amendment adopted April 8, 1978).

2. It shall then be incumbent, upon receipt of the aforesaid for every chapter to submit its vote on the appeal.

3. The majority vote in at least 75% of the chapters in good standing shall cause the vote to become effective. A two-thirds majority affirmative vote of the chapters voting shall sustain the appeal, 'and the act appealed shall be immediately rescinded.

Section B.

At the National Convention in 1969 all Board of Director members shall be elected. Three will be elected for four (4) years, and four will be up for election in 1971. In 1973 the cycle will be complete and at each National Convention either three or four seats on the Board of Directors will be up for election.
Section C.

This Constitution shall supersede all previous Constitutions of this Fraternity. It shall become effective on the day of its passage and approval at the annual or special meeting of the Fraternity.
THE CHAPTER BY-LAWS

I. CHAPTER OFFICERS

A. Each chapter shall have the following officers.

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Pledge Counselor
6. Chaplain-Historian
7. Sergeant-at-Arms

B. The following officers or committee chairmen shall be appointed by the chapter Executive Board with approval by majority vote of the chapter members.

1. House Manager
2. Any others which may be needed depending on local chapter situations.

II. FUNCTIONS OF CHAPTER OFFICERS

A. President

1. He will supervise functions and preside at the meetings of the Fraternity.

2. He is a member of the National Board of Representatives and is responsible for all duties concerning communication between National and the local chapters.

3. He is the final judge at the chapter level of interpretation of the Constitution and other regulations. But by majority vote of the chapter, further interpretation from a National officer or National Fraternity Field Representative may be requested.

4. He is responsible for the chapter charter and the book of rituals.

5. In certain cases he is responsible for the enforcement of house rules unless such responsibility has been delegated to a House Manager.

6. He is the chief officer of the chapter and presides at all chapter meetings.
7. He will be a member of the Alumni Corporation – if one exists.

B. Vice-President

1. He will preside at all chapter meetings in the absence of the President.

2. He is responsible for educational activities of the Fraternity.

3. He assists the President in all legislative activities.

4. He acts as ex-officio member of all committees.

C. Secretary

1. He is responsible for recording all chapter meetings, regular and special.

2. He is responsible for all interchapter correspondence.

3. He will enter the records into a permanent legible record book.
   a. He will make the Minute Books available for inspection upon request of the members of the National Board of Directors or other representatives of the National Fraternity.
   b. He will take the role and provide the chapter's Executive Board with a list of members who are late or absent.

4. He is responsible for the Fraternity filing cabinet in which chapter correspondence and other records are to be kept.

5. He is responsible for having on hand adequate supplies and forms which are used by the chapter, such as pledge applications, order forms, membership applications, and other forms which have to be submitted to the National Fraternity.

D. Treasurer

1. He is the chief financial officer of the chapter.

2. He is responsible for the collection of payments and the depositing of funds into the designated chapter banks.

3. He is responsible for issuing correct bills to members and pledges.

4. He will issue in a consistent manner, receipts for all monies received.

5. He will balance the totals of all bank deposits, and the total of his checks written
for the month must balance with the total of his disbursements shown in his book.

6. He must send a chapter financial report to the National Executive Director by June 1st of each year, or at the call of the National Executive Director.

7. He will prepare and read a financial report at each chapter meeting.

8. He will read the names of members in arrears and the amounts owed by each at each chapter meeting.

9. He is responsible for the payment of the National dues and assessments.

10. He should be bonded by the first school year, and the name of the bonding company and the amount of the bond should be sent to the National Executive Director.

E. Pledge Counselor

1. He shall coordinate all pledging activities within the realm of those activities sanctioned by the National Fraternity.

2. He will issue pledge pins.

3. He will fill out and send to the Executive Director the KAPPA DELTA PHI Form 101 directly after first degree.

4. He is official chairman of the pledge committee.

F. Chaplain-Historian.

1. He will be responsible for all religious activities of the chapter.

2. He will offer grace and prayers at the opening of all chapter meetings and ceremonies.

3. He is in charge of preparing the room and setting for formal degrees.

4. He is in charge of ordering all ceremonial wreaths.

5. As historian, he is in charge of keeping a running history of the chapter, and filing such history and pictures in a scrapbook.

6. He is responsible for forwarding his chapter's history to the Executive Director each year before May 1, for publication of the KAPPA DELTA PHI Golden Yearbook.

7. He is responsible for writing up material for the Crow and Kappa Talk.
G. Sergeant-at-Arms

1. He is responsible for carrying out any orders of the chapter Executive Board concerning censorship and removal of any member at a meeting.

2. He will be official guard at all Fraternity functions and will be responsible for maintaining order. He is, along with the Pledge Counselor, in complete charge of all conduct at pledging functions. He will remove any Brother consuming or having already consumed alcoholic beverages at any pledge degree, ritual or meeting.

H. Executive Board

1. The Executive Board will be comprised of that year's officers which were elected by the Fraternity.

2. The responsibility of the chapter Executive Board shall be to oversee and preside over the functions of the local chapter, which are not in conflict with the National Fraternity and which do not require National attention.

III. ELECTION OF CHAPTER OFFICERS

A. Elections must be held once each year following National Convention, the newly elected officers will preside over the last meeting of the year.

B. Notice of elections must be given by the President two meetings before the election.

C. A committee to nominate, composed of graduating seniors, will make nominations of officers for the next year's board.

D. Nominations shall be made one meeting prior to elections and additional nominations may be made from the floor at this time.

E. Voting shall be made by secret ballot in the same order that the officers are outlined in the By-Laws.

F. If no candidate obtains a majority of votes on the first ballot, a runoff election will occur between the two highest candidates.

G. Incoming officers shall be installed by the prescribed rituals and shall take office at the chapter meeting elections.

H. Any vacancy in an elected office must be filled within two weeks after such vacancy occurs.

I. The Secretary and the Sergeant-at-arms shall count all votes at chapter elections.
IV. MEETINGS

A. General chapter meetings shall be held at regular intervals as directed by the chapter Executive Board each year. Exception—the President may postpone or delay a regularly scheduled meeting or reschedule a meeting for good cause.

B. Special meetings may be called by the President, the Chapter Executive Board, Alumni Supervisor, any member of the National Board of Directors, or National Field Representative.

C. A quorum for transacting business shall be a majority of active members in good standing.

D. No business meeting may be held without a quorum of members present.

E. Any National Officer, Field Representative, or Alumni of a chapter shall have the privilege of attending meetings.

F. Alumni may be recognized by the presiding officer to enter discussion, and privileges of addressing the chapter shall never be denied a National Officer or Field Representative.

G. Parliamentary procedures will determine the format of the meeting. (Robert's Rules of Order are recommended).

H. The chapter Executive Board will meet prior to each regularly scheduled meeting.

V. COMMITTEES

A. The chapter Executive Board appoints all committee chairmen.

B. Committee chairmen shall make recommendations to the president for selection of members for their respective committees.

C. Committees shall meet weekly at a time specified by the chairman unless otherwise specified by the President.

D. Each chairman shall give an oral report at each regular chapter meeting.

E. Each chairman should submit a written report to the Vice-President before the chapter Executive Board meeting, and such report shall become part of the minutes of the Board meeting.

VI. FINANCES

A. Local fines shall be left to the discretion of the local chapter.

B. Local chapter dues or other fees will be left to the discretion of the chapter.
VII. AMENDMENTS

These By-Laws may only be amended at a regularly scheduled meeting (not a special meeting) by a 2/3 vote of those present, providing that the number present shall not be less than one half the number of the entire active chapter. Such chapter amendments shall be submitted to the National Executive Director together with the reasons for such recommendations. The National Executive Director must submit in writing approval or disapproval of any amendments after a consultation with the National Board of Directors. These By-Laws are subject to examination by Representatives of the National Fraternity, and if they should be in conflict with any provision of the National Constitution, By-Laws, rituals, or manuals of KAPPA DELTA PHI, Inc., the chapter will be directed to appeal or amend accordingly.
RATIFICATION OF CONSTITUTION AND BY-LAWS

Alpha: [Signature]
Beta: [Signature]
Gamma: [Signature]
Epsilon: [Signature]
Zeta: [Signature]
Eta: [Signature]
Lambda: [Signature]
Mu: [Signature]
Nu: [Signature]
Xi: [Signature]
Omicron: [Signature]
Pi: [Signature]
Rho: [Signature]
Sigma: [Signature]
Tau: [Signature]
Upsilon: [Signature]
Phi: [Signature]
Chi: [Signature]
Psi: [Signature]
SAMPLES

A. New Member List. ................. KDP-101
B. Membership Roster. ............... KDP-202
C. Chapter Financial Statement. ....... KDP-303
D. Transfer Recommendation. ......... KDP-404
E. Honorary and Crow Application. .... KDP-505
F. Notification of Expulsion Proceedings. . KDP-606
G. The Nahum Leonard Scholarship. .... KDP-707
H. The Kappa Delta Phi Senior Scholarship. . KDP-808
I. Model Articles of Incorporation and By-Laws for Alumni Corporations
Sample A

KAPPA DELTA PHI National Fraternity     NEW MEMBER LIST     Κ∆Φ

Mail to:
Edward F. Webber
67 Conant Ave
Auburn, ME 04210

CHAPTER

Date ___________________ Date of Third Degree (This is now printed on Shingle)

Print or Type Only:

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<tr>
<th>NEW MEMBER NAME</th>
<th>PERMANENT ADDRESS</th>
<th>CITY &amp; STATE</th>
<th>ZIP CODE</th>
<th>DOB</th>
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1) This form must be filled out and sent to Ed Webber directly after First Degree with DUES IN THE AMOUNT OF $125.00 FOR EACH MEMBER.
2) Please make sure to include the date THIRD DEGREE will be taken.
3) Your Chapter will receive New Member 1.0, Cards and Shingles from Ed Webber.

- AS THIS MAYBE THE ONLY RECORD OF A BROTHER’S ADDRESS, PLEASE PUT THEIR PERMANENT ADDRESS ABOVE.
I.E. PERMANENT ADDRESS: SOMEWHERE THEY CAN BE CONTACTED AT IN THE FUTURE.
KAPPA DEL TA PHI, National Fraternity

MEMBERSHIP ROSTER HEAD TAX FORM

“May the Spirit Never Die”

Chapter _________________________
Date ____________________________

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An active brother is any degree initiated Brother of Kappa Delta Phi who attends a college or university, where there exists an active brotherhood, for any accredited classes for any time.

Please enclose a certified check or money order ($125.00 PER MEMBER) and send to Edward F. Webber Payment is due by October 1st for Fall Semester and by February 28th for Spring Semester.
Sample C

CHAPTER FINANCIAL STATEMENT

____________Chapter

Assets:
- Regular Account
- Building Fund
- Petty Cash
- Accounts Receivable
- Notes Receivable
- Total

Liabilities:
- Accounts Payable
- Amounts due Alumni
- Corporation
- Total
- Accumulated Profit (or loss) at end of year
Sample D

ΚΔΦ 404 Form

Transfer Recommendation

From President of ____________________ Chapter
To President of ____________________ Chapter.

This is to certify that brother ____________________ will be transferring from
____________________ Chapter to your school.

Information for your chapter:
1. This Brother has attended ____________________ College for _____ years.
2. He was pledged on ____________________ (date).
3. Initiated on ____________________ (date).
4. His reason for transferring is:
   ____________________________________________________________________
   ____________________________________________________________________
   ________________________________________________________________
5. His Cumulative grade point average is ____________________.
6. He has always met his financial obligations. ____________________.
7. He has been active in : ____________________________________________
   ____________________________________________________________________
   ________________________________________________________________
8. I ( do do not ) recommend him for affiliation with your chapter.

Signed ____________________
President ____________________

Date ____________________
Candidate (Please Print)

Name:____________________________________________________________
Address:________________________________________________________________
Age: _____________________________________________________________
Graduated from : ___________________________________________________
Occupation: _______________________________________________________
We wish to nominate (name) __________________________________________
Address:__________________________________________________________
_________________________________________________________________
As an Horary member of Crow of Kappa Delta Phi Fraternity.
He was unanimously elected for the following reasons:
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
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Date we wish to install _______________ (Allow 4 weeks from date application is sent).

Signed:_______________________
President _____________________
Chapter:______________________
Notification of expulsion proceedings

Chapter: ______________________ Date: ______________________

This is to notify you that ______________________ Chapter wishes to expel
Brother ______________________, life membership number ______. He has violated the following regulations of Kappa Delta Phi:

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

The above brother has appeared before the Executive Board and has had a just hearing. The brothers of ________________ Chapter recommend the expulsion of the above mentioned brother.

Signed _______________________

Chapter President.
Sample G.

ΚΔΦ 707

THE NAHUM LEONARD SCHOLARSHIP

The Executive Board of ___________ Chapter requests that you consider Brother ______________ life member number ______, for the Nahum Leonard Scholarship.

We recommend him for the Scholarship for the following reasons:

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Signed___________________
Chapter President

Sample H.

ΚΔΦ 808

THE KAPPA DELTA PHI SENIOR SCHOLARSHIP

The Executive Board of ___________ Chapter request that Brother ____________, life membership number__________, be considered for the Senior Scholarship.

His cumulative point average is:

  Freshman year   _____
  Sophomore year  _____
  Junior year     _____

Total cumulative point average is

Signed___________________
Chapter President
Sample I.

MODEL ARTICLES OF INCORPORATION
AND BY-LAWS FOR
ALUMNI CORPORATIONS

Model Articles of Incorporation

(Chapter Name) Alumni of the KAPPA DELTA PHI,

We, __________________________________________, ____________________________, and
__________________________, whose names are hereunto subscribed, desiring to form a profit corporation
under and by virtue of the laws of the State of _______________ providing for the formation of religious,
benevolent, literary, education, scientific, fine, arts, musical, sculptural, engraving, architectural, and charitable societies
and trade organizations, do hereby associate ourselves together, and make and execute, in triplicate, the following Articles
of Incorporation to wit:

ARTICLE I. The name assumed by this corporation and by which it shall be known is (Chapter Name) Alumni of
KAPPA DELTA PHI, and the duration of the life of this corporation shall be perpetual.

ARTICLE II. The object, business and pursuit of this corporation is and shall be: To build, acquire, own,
exchange, operate, lease, rent, or otherwise control a fraternity house in the vicinity of the
__________________________College at _______________ County, _____________________ State of
__________________________.

To borrow money and issue bonds, stocks, notes, or certificates of indebtedness therefore:

To rent, lease, hold, exchange, own, and acquire such real and personal property as may be necessary or
convenient for the use of said corporation, and to sell; mortgage, pledge and dispose of the same.

This corporation assumes to itself and shall possess the rights, powers, privileges and franchises to do anything
necessary, convenient and desirable in order to accomplish the purpose hereinbefore set forth, and the rights, powers,
privileges and franchises granted or conferred or that hereafter may be granted or conferred, to like corporation by the
laws of the State of ________________.

ARTICLE III. The estimated value of the property and money possessed by this society at the time of the making
of these articles of incorporation is the sum of $_________________ Dollars ($ _______ ); that the source of the
revenue of this corporation shall be derived from the sale of real property, from assessments
on__________________________ Chapter, and from gifts and donations.

ARTICLE IV. The names, titles and respective pos__ office addresses of the officers or trustees making these
Articles of Incorporation area.

_________________________________________________________________________
President and Trustee       (address)
_________________________________________________________________________
Vice-President and Trustee       (address)
_________________________________________________________________________
Secretary and Trustee      (address)
_________________________________________________________________________
Treasurer and Trustee      (address)
_________________________________________________________________________
Clerk and Trustee                                                         (address)

The mode and time of the election of officers and their successors in office shall be by ballot of the members, cast at the regular meeting during the weekend of homecoming at _____________ College.

ARTICLE V.

The location of this corporation shall be in the city of______________, County, ________________.

In witness Whereof, we have here unto set our hands and seals this_________day of___________, 20______.

_____________________________________________________________________(SEAL)
_____________________________________________________________________(SEAL)
_____________________________________________________________________(SEAL)

Executed in the presence of: _____________________________________________________
State of___________________________, County of _______________________________.
This certifies that on this __________________day of___________________, 20______, before me
the undersigned, a notary public in and for said County and State, personally
appeared______________and______________
known to me to be the identical persons named in and who executed the foregoing Article of Incorporation, and acknowledged to that they executed the same freely and voluntarily for the uses and purposes therein mentioned.

In TESTIMONY WHEREOF, I have hereunto set my hand and official seal the day and year last mentioned above.

___________________________________________________Notary Public
___________________________________________________My Commission
Expires________________________________
MODEL CORPORATION BY-LAWS

By-Laws of the (Chapter Name)
Alumni of the KAPPA DELTA PHI, Inc.

ARTICLE I. THE CORPORATION

Section 1. Organization (Chapter Name) Alumni of KAPPA DELTA PHI, Inc. is a corporation formed under the laws of the state of _______________ governing the formation of Social and Educational Associations; and under the jurisdiction and instruction of KAPPA DELTA PHI, Inc. This organization specifically adopts the Constitution of KAPPA DELTA PHI, Inc. and in addition the following By-Laws are adopted under which this association shall operate.

ARTICLE II. FUNCTIONS

Section 1. Purposes -- (Chapter Name) Alumni of KAPPA DELTA PHI, Inc. is charged with the responsibility and duty of maintaining and providing a home for _______________ Chapter and shall hold title of the same, shall have full authority in the acquisition and disposition of property, shall be authorized to incur indebtedness in the purchase or maintenance of property, and may issue bonds, notes, stocks, deeds and other evidences of indebtedness and/or may enter into any lawful contracts and incur obligations essential to the transaction of affairs to carry out the purposes for which this corporation was formed.

Section 2. Accumulated Funds -- The officers of the (Chapter Name) Alumni of KAPPA DELTA PHI, Inc. (hereafter called the Alumni Supervisors Board) shall be Trustees of surplus funds accumulated by _______________ Chapter, and shall assume duties and responsibilities as may be specifically delegated to it by _______________ Chapter and KAPPA DELTA PHI, Inc., and shall be responsible for the successful operation of _______________ Chapter.

ARTICLE III. MEMBERSHIP

Section 1. Eligibility -- Membership on the Alumni Supervisors Board shall be confined to those members of _______________ Chapter who are in good standing with the Fraternity and _______________ Chapter, loyal to the Fraternity, interested in its progress and willing to devote time and energy for the benefit of the Fraternity. All members shall familiarize themselves with the Fraternity operating methods.

Section 2. Selection of Members -- The Alumni Supervisors Board shall consist of seven (7) members, two of whom shall be the President and Treasurer of _______________ Chapter, and five (5) of whom shall be alumni members of KAPPA DELTA PHI.

Section 3. Alumni Board Members -- The alumni members of this Board shall be elected at the annual Homecoming of the alumni, at the chapter house, situated in _______________, by those alumni members present and in good standing, and they shall serve until the following Homecoming meeting or until their successors are
Section 4. Alumni Board Vacancies -- Should a vacancy occur on this board among the alumni members, the President of the Board may fill the vacancy by appointment to fill the unexpired term.

Section 5. Quorum -- For the conduct of ordinary or routine business a quorum shall consist of one (1) active member and three (3) alumni members. For the conduct of business at which transfer of property, indebtedness of the chapter or the incurring of obligations is involve, all Board members must be present.

Section 6. Availability of Members -- All Board members, except the active members, shall have their principal place of business or place of residence within a radius of sixty miles of

ARTICLE IV. OFFICERS

Section 1. Executive-Selection -- The executive officers of this Board shall be chosen from the members of the Board and shall be elected at the first Alumni Supervisors Board meeting following the Homecoming meeting of Alumni. There shall be a President, Vice President, Secretary, and Treasurer.

Section 2. Salary of Officers -- No officer or member of this Board shall draw a salary or compensation for services rendered in connection with the performance of his duties as a Board member.

ARTICLE V. DUTIES OF OFFICERS

Section 1. The President
(a) The President shall be the presiding officer at meetings and shall be ever willing to devote his best interest to the Chapter, and shall perform such other duties as may be delegated to him by the Board.
(b) The President shall be an ex-officio member of all committees appointed by his office.

Section 2. The Vice President -- The Vice President shall preside at meetings in the absence of the President and shall perform such other duties as may be delegated to him by the Board.

Section 3. The Secretary
(a) The Secretary shall keep an up-to-date and complete book of minutes of all business transactions.
(b) Shall receive all Board correspondence and read same at meetings.
(c) Shall keep an up-to-date directory of all active and alumni members of______________________Chapter and shall perform such other duties as may be delegated to him by the Board.

Section 4. The Treasurer
(a) The Treasurer shall be custodian of all deeds, insurance policies, notes, stocks, and other important documents which shall be kept in a secure place.
(b) Shall keep and maintain a complete Building Fund record of every member of______________________Chapter.
(c) Shall receive and be custodian of all funds of the Alumni -Supervisors Board and issue a receipt therefore, a duplicate of which will form a part of the permanent records of this Board.
(d) Shall keep a separate record of income from Building Fund.
(e) Shall deposit all monies received from all sources-in the bank account of the Alumni Supervisors Board and all disbursements shall be made by check on this account.
(f) Shall be under valid bond for the security of all funds to which he may be entrusted.
(g) Shall be responsible for the prompt payment of all bills and accounts when due, thus protecting the credit
of this Board.

(h) For collection purposes he shall keep a directory of members who are obligated financially Board

and_______Chapter. (i) Shall receive rent and note funds by the________the of each month from the

Treasurer of the ________Chapter.

(j) Shall be responsible for all financial reports being for warded to the National Fraternity when due.