

## **ARTICLE I. THE SOCIETY**

### ***Section 1. Name and History***

The name of this Society shall be KAPPA DELTA PI,  
INTERNATIONAL HONOR SOCIETY IN EDUCATION.

Eager to promote a closer bond between students of Education, and to enter into more intimate fellowship with those dedicated to the cause of teaching as a profession—for which specialized preparation is deemed imperative—the members of the Illinois Education Club, established at the University of Illinois in 1909, resolved to sponsor the founding of a national society with local chapters similar to its own organization.

Aiming to foster high standards of preparation for teaching, the Society would invite into its ranks those who had attained excellence of scholarship and distinction of achievement as students and servants of education.

Successful in its endeavor, the Illinois Education Club was organized on March 8, 1911, and incorporated on June 8, 1911, under laws of the State of Illinois, as the Honorary Education Fraternity, Kappa Delta Pi. In 1932, this title was changed to Kappa Delta Pi, An Honor Society in Education. In 1984, the title became Kappa Delta Pi, an International Honor Society in Education. Finally, in 2001, the title was shortened to Kappa Delta Pi, International Honor Society in Education.

### ***Section 2. Purpose***

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

### ***Section 3. Private Inurement and Propaganda***

No part of the net earnings of Kappa Delta Pi shall inure to the benefit of, or be distributed to, its members, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay

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reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article I Section 2.

No substantial part of the activities of Kappa Delta Pi shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Society shall not participate or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Notwithstanding any other provision of the Constitution, Kappa Delta Pi shall not carry on any activities not permitted to be carried on:

- a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal code,
- b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code or the corresponding section of any future federal tax code, or
- c) by the Illinois General Not For Profit Corporation Act, as amended.

### ***Section 4. Organizational Units and Members***

The organizational units of the Society shall be the various chapters (See Article II). These chapters shall be composed of individual members of the Society whose rights and responsibilities are delineated in the Bylaws. Chapters of the Society shall not, in any way, infringe upon the rights and responsibilities of members granted under this Constitution and Bylaws.

### ***Section 5. Governance***

The Society fulfills its mission through the work of the Convocation, the Executive Council, the Headquarters Staff, and the work of individual members.

## **ARTICLE II. CHAPTERS**

### ***Section 1. Chapter Establishment***

1.1 Chapters are established by charters granted by the Executive Council.

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- 1.2 Each chapter shall be responsible to the Executive Council and shall adopt a document to govern its affairs that is recognized as a legal document by appropriate legal authorities (e.g., local, state, national law). This document shall not conflict with the Constitution and Bylaws of the Society.
- 1.3 An active chapter is one which is not delinquent, not suspended, and does not have its charter withdrawn.

### ***Section 2. The Laureate Chapter***

The Society shall maintain a Laureate Chapter composed of men and women who have made distinguished contributions to education.

- 2.1 Nominations to the Laureate Chapter may originate in active chapters and in the Laureate Chapter.
- 2.2 Election shall be made by the Executive Council in accordance with directives set forth in Article VII of the Bylaws.

### ***Section 3. Affiliate Chapters***

In seeking to broaden its partnership and collaborative efforts within education both nationally and globally, the Society shall establish affiliates that “promote excellence in and recognize outstanding contributions to the education profession.” Individual members of these affiliate chapters desiring voting privileges within Kappa Delta Pi must meet the standard criteria of the Society. Individuals from affiliate chapters may hold membership in the Society in an affiliate, an institutional, or alumni chapter.

## **ARTICLE III. OFFICERS**

### ***Section 1. Executive Council***

- 1.1 The members of the Executive Council shall be the President, President-Elect, immediate Past-President, two Vice-Presidents, Laureate Counselor, Alumni Counselor, Student Counselor and Member-At-Large. The Executive Director shall serve as an ex-officio member.
- 1.2 The following officers shall be elected during each biennium: President-Elect, two Vice-Presidents, Laureate Counselor, Alumni Counselor, Student Counselor, and Member-At-Large. The President at the time of the election shall be the immediate Past-President

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during the following biennium. The person who is President-Elect at the time of the election shall be the President during the following biennium.

- 1.3 It shall be the duty of the Executive Council to direct the general policy of the Society, subject to review, acceptance, or modification by the Convocation; or by written vote of a majority of active chapters during the interim between Convocations.

### ***Section 2. Length of Service***

The length of service of all Society officers shall be limited, as set forth in Article II, Section 4, of the Bylaws.

### ***Section 3. Vacancies***

The Executive Council shall fill any vacancy in office occurring during the interim between Convocations.

### ***Section 4. Limited Liability and Indemnification***

- 4.1 No officer serving without compensation, other than reimbursement for actual expenses, shall be liable, and no cause of action may be brought, for damages resulting from the exercise of judgment or discretion in connection with the duties or responsibilities of such officer unless the act or omission involved willful or wanton conduct.

No officer shall be liable, and no cause of action may be brought, for damages resulting from the exercise of judgment or discretion in connection with the duties or responsibilities of such officer, unless:

- a) such officer earns in excess of \$5,000 per year from his or her duties as officer, other than reimbursement for actual expenses; or
- b) the act or omission involved willful or wanton conduct.

No person who, without compensation other than reimbursement for actual expenses, renders service to or for Kappa Delta Pi shall be liable, and no cause of action may be brought, for damages resulting from an act or omission in rendering such services, unless the act or omission involved willful or wanton conduct.

- 4.2 Volunteer officers and employees may be indemnified by Kappa Delta Pi to the fullest extent permitted by the General Not for Profit

Corporation laws; Kappa Delta Pi may purchase insurance protecting its officers from civil liability occasioned by their conduct in office.

## **ARTICLE IV. COMMITTEES AND BOARDS**

### ***Section 1. Appointment and Establishment***

Committees and boards shall be appointed and established as follows:

- 1.1 Appointment to all committees and boards shall be by the President with the advice and consent of the Executive Council.
- 1.2 Committees other than the standing committees shall be established by the Executive Council (See Bylaws Article IV).

### ***Section 2. Composition***

Each committee and board shall be composed of active members and be representative of the diversity of the Society.

## **ARTICLE V. SOCIETY MEETINGS**

### ***Section 1. Time and Place of Meeting***

A Convocation of the Society shall be held at least once every two years at a time and place determined by the Executive Council. The Executive Council or its appointees may also convene other meetings to further the mission and purpose of the Society.

### ***Section 2. Voting at Convocation***

The following persons are eligible (when present) to vote:

- 2.1 Members of the Executive Council.
- 2.2 One delegate from each active chapter.
- 2.3 Chairs of the standing committees of the Society.
- 2.4 Former Presidents of the Society.

### ***Section 3. Duties***

Convocation, the legislative body of the Society, shall act upon all business presented to it by the Executive Council, the chapters, and the committees.

### ***Section 4. Quorum***

A simple majority of the registered voting membership of the Convocation shall constitute a quorum.

## **ARTICLE VI. FINANCES**

### ***Section 1. Authority***

The Society shall be empowered to accept, raise, invest, and expend funds to fulfill its stated mission and purpose including but not limited to dues, grants, certificates of deposit, contractual obligations, and sales of publications and merchandise. An external annual audit shall be conducted and its results reported to the Society.

### ***Section 2. Society Initiation Fees***

Each chapter shall remit promptly to the Society Headquarters an initiation fee for each candidate for membership. The initiation fee shall include the initiate's first annual dues.

### ***Section 3. Society Annual Dues***

Annual dues must be paid to maintain active membership.

### ***Section 4. Active Life Membership***

Active life membership may be purchased by any active member.

## **ARTICLE VII. INSIGNIA**

### ***Section 1. Emblem***

The emblem of the Society shall be a key in the form of a scroll pierced by a stylus, upon which scroll are imposed a beehive and the letters KΔΠ. The original design of the emblem shall be in the keeping of the Executive Director, and all emblems worn by members of the Society shall be true copies of the same.

### ***Section 2. Seal and Other Insignia***

Original designs of the seal and other official insignia of the Society shall be deposited with the Executive Director. Only authentic copies of these

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in such size or sizes as shall be authorized by the Executive Council shall be used or recognized by the Society or its members.

### ***Section 3. Honor Key***

The Executive Council shall set the minimum requirements for awarding of the Honor Key, which recognizes exceptional service to Kappa Delta Pi. Chapters may nominate persons to the Executive Council for approval to receive the Honor Key.

### ***Section 4. Use of Insignia***

The purchase and use of insignia shall be limited to members.

### ***Section 5. Motto***

The motto of the Society shall be “Knowledge-Duty-Power.”

### ***Section 6. Colors***

The colors of the Society shall be jade green and violet.

### ***Section 7. Flower***

The official flower of the Society shall be the violet.

## **ARTICLE VIII. PUBLICATIONS**

The Society shall issue such publications as specified in the Bylaws.

## **ARTICLE IX. DISSOLUTION**

On the dissolution of Kappa Delta Pi, International Honor Society in Education, assets shall be distributed as determined by the Executive Council to a similar organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. If not so directed by the Executive Council, then the assets shall be distributed to the federal government, or to a state or local government, for a public educational purpose. Any such assets not so distributed shall be otherwise distributed by a court of competent jurisdiction of the county in which the principal office of Kappa Delta Pi is then located, exclusively for such purposes or to such organization or organizations, as

said court shall determine, which are organized and operated exclusively for such purposes.

## **ARTICLE X. PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, in its most recent edition, shall govern the Society in all cases in which it is applicable and in which it is not inconsistent with the Constitution and Bylaws.

## **ARTICLE XI. AMENDMENTS**

### ***Section 1. Constitution***

The Constitution may be amended by a two-thirds vote of the registered voting membership in attendance at a Convocation, provided that the proposed amendment has been presented in writing to the Constitution and Bylaws Committee no fewer than three (3) months prior to the ensuing Convocation.

### ***Section 2. Bylaws***

The Bylaws may be amended as follows:

- 2.1 At any Convocation, amendment may be by a majority vote of the registered voting membership in attendance, provided that the Constitution and Bylaws Committee has reviewed the proposed amendment.
- 2.2 In the interval between Convocations, amendment may be by a majority vote of the active chapters, provided that the amendment has been proposed by an active chapter or the Executive Council and reviewed and endorsed by the Constitution and Bylaws Committee. The proposed amendment shall be submitted to the active chapters with a recommendation from the Executive Council.

## ARTICLE I. THE SOCIETY

### ***Section 1. Mission Statement***

Kappa Delta Pi is an International Honor Society dedicated to scholarship and excellence in education. The Society as a community of scholars dedicated to worthy ideals:

- a) Recognizes scholarship and excellence in education.
- b) Promotes the development and dissemination of worthy educational ideals and practices.
- c) Enhances the continuous professional growth and leadership of its diverse membership.
- d) Fosters inquiry and reflection on significant educational issues.
- e) Maintains a high degree of professional fellowship.

### ***Section 2. Purposes***

Kappa Delta Pi is a nonprofit organization that will be financed under a general plan which may include, without limitation, contributions from the general public, fund-raising activities, loans and grants from third parties, and income from investments, as the Executive Council shall deem necessary and appropriate to further the purposes of the Society.

Kappa Delta Pi is organized to recognize scholarship and excellence in education and as such qualifies as an exempt organization under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

### ***Section 3. Society Year***

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

### ***Section 4. Biennium***

The Biennium shall consist of two (2) Society years, commencing on July 1 of an even-numbered year and ending on June 30 of the following even-numbered year.

### ***Section 5. Categories of Membership***

The Society recognizes several categories of members: chapter, laureate, at-large, and honorary. Only members who pay dues as required under Article X of the Bylaws are considered active members. Active members and laureates are entitled to full Society benefits, including the right to register opinions, vote in Society affairs, and run for offices for which they are otherwise qualified.

### ***Section 6. Governance***

#### 6.1 Governance

The Society fulfills its mission through the work of the Convocation, the Executive Council, the Headquarters Staff, and the work of individual members.

#### 6.2 Order of Governance

The Society establishes the following leadership responsibilities for key areas of Society work in descending priority among the Convocation, the Executive Council, and the Headquarters Staff:

- a) Policy Arena: Convocation, Executive Council, Headquarters Staff
- b) Fiduciary Arena: Executive Council, Headquarters Staff, Convocation
- c) Management Arena: Headquarters Staff, Executive Council, Convocation

## ARTICLE II. OFFICERS OF THE SOCIETY

### ***Section 1. Eligibility***

Eligibility for election as an officer of the Society shall be as follows:

- 1.1 General qualification. Only active members of the Society shall be eligible for election, with the exception of the Laureate Counselor (See Article II Section 1.21).
- 1.2 Specific qualifications:
  - When calculating years of membership, the current membership year shall be included.
  - 1.21 The Laureate Counselor, at the time of nomination, shall be a member of the Laureate Chapter.
  - 1.22 The President-Elect, at the time of nomination, shall have been:
    - 1.221 an active member of the Society for at least the previous five (5) years, and
    - 1.222 a member of an active chapter, and
    - 1.223 a widely recognized model of leadership within the profession and service to the Society.
  - 1.23 The Vice-Presidents and the Alumni Counselor, at the time of nomination, shall have been active members of the Society for at least the previous five (5) years, a member of an active chapter, and a model of leadership within the profession and service to the Society.
  - 1.24 The Student Counselor, at the time of nomination, shall:
    - 1.241 be an active member of an institutional chapter.
    - 1.242 have been initiated no later than the Society year preceding the Convocation.
    - 1.243 be enrolled in an accredited college or university, having earned the equivalent of at least 12 semester hours from such an institution during the twelve (12) months prior to the election.
    - 1.244 have been a chapter officer for at least three (3) months.
  - 1.25 The Member-At-Large at the time of nomination shall have been an active member for at least the previous three (3) years and exhibited leadership within the profession and service to the Society.
- 1.3 Honorary members are not eligible for election to the Executive Council.

### ***Section 2. Elections***

All active members of the Society are eligible to vote under procedures developed by the Executive Council in consultation with the Nominations Committee. An independent firm shall receive and count all ballots. The candidate who receives the majority of votes cast for an elective office shall be elected. Under no circumstances will the final tally vote be reported to the membership. All elected officers will be introduced at the subsequent Convocation.

### ***Section 3. Installation***

The elected officers shall be installed during the first Executive Council meeting of the biennium and recognized during the Convocation.

### ***Section 4. Length of Service***

Length of service for Society officers shall be limited.

- 4.1 Persons elected to the office of President-Elect may serve in that office, the office of President, and the office of Past-President for only one (1) biennium for each office. However, the President-Elect may serve the unexpired term of the President then in office, should such a vacancy occur, and the full term of the following biennium as President.
- 4.2 Service in the remaining offices shall not exceed one (1) biennium in any one office nor may any person be elected to two different offices in two consecutive biennia.
- 4.3 Persons for the remaining offices who previously have served on the Executive Council for two biennia shall be ineligible for further election except for the position of President-Elect.

### ***Section 5. Duties***

The duties of the Officers shall be as follows:

- 5.1 The President shall be the chief executive officer of the Society and shall:

- 5.11 Preside over meetings of the Executive Council and the Convocation.
- 5.12 Appoint committee members subject to the advice and consent of the Executive Council.
- 5.13 Arrange, in conjunction with the Executive Director, for the installation of new chapters.
- 5.2 The President-Elect shall:
  - 5.21 Preside in the absence of the President.
  - 5.22 In case of a vacancy in the President's office, perform the duties of that office.
  - 5.23 Prepare for the presidency.
  - 5.24 Carry out such other duties as may be assigned by the President subject to appeal to the Executive Council.
- 5.3 The Past-President shall advise the President and the Executive Council.
- 5.4 The Laureate Counselor shall act as liaison officer, serving both the Laureate Chapter and the Executive Council, and shall serve in an advisory capacity to committees on research studies and research awards.
- 5.5 The two Vice-Presidents, the Student Counselor, the Alumni Counselor, and the Member-at-Large shall assume appropriate responsibilities assigned by the Executive Council, which may include but not be limited to:
  - 5.51 Serving as liaison with Society committees and various constituencies of the Society.
  - 5.52 Assisting with the installation of new chapters.
  - 5.53 Assisting with policy development.
  - 5.54 Representing the Society at official functions.
  - 5.55 Presenting suggestions and recommendations for the development and improvement of the Society to the Executive Council.
- 5.6 Should the President-Elect be unable to fill an unexpired term of the President, the Executive Council, acting as a committee of the whole, shall choose a President pro tem from among themselves.

### ***Section 6. Impeachment***

Impeachment of an Executive Council officer of the Society shall be for cause.

- 6.1 Impeachment shall occur when a petition calling for such is signed by a majority of:
  - 6.11 The registered voting membership of the Convocation, or
  - 6.12 The members of the Executive Council, or
  - 6.13 The counselors of active chapters.
- 6.2 After a hearing conducted according to Executive Council policy, impeachment shall be sustained only if there is at least a two-thirds (2/3) favorable vote of one of the groups not initiating the proceedings, except that the registered voting membership at a Convocation may both impeach and reject or sustain.
- 6.3 In the event that the counselors of the active chapters are to be asked to sustain or reject the impeachment:
  - 6.31 The remaining members of the Executive Council shall determine the voting procedure, and
  - 6.32 Counselors shall confer with other leadership in the chapter prior to voting.
- 6.4 If sustained, the impeached officer is removed from office and shall cease to be an officer of the Society, and shall be barred from holding future offices within the Society or its chapters.

### ***Section 7. Executive Council***

- 7.1 The duties of the Executive Council shall include, but not be limited to:
  - 7.101 Setting standards for the establishment of chapters.
  - 7.102 Reviewing applications for chapters.
  - 7.103 Granting charters.
  - 7.104 Advising and consenting to committee and editorial board appointments.
  - 7.105 Providing uniform rituals.

- 7.106 Approving Honor Key nominations.
  - 7.107 Acting in all cases of emergency where questions of policy or procedure need to be decided between sessions of the Convocation.
  - 7.108 Authorizing employment of secretarial help for its officers as may be necessary.
  - 7.109 Authorizing purchases of supplies and equipment as may be necessary.
  - 7.110 Reporting its official acts to the Convocation.
  - 7.111 Supervising and safeguarding funds of the Society.
  - 7.112 Selecting auditors for the Society.
  - 7.113 Providing for the investment of the Society's permanent funds or delegating any of said duties with respect to Society funds to the Executive Director.
  - 7.114 Approving the budget to be submitted by the Budget Committee.
  - 7.115 Acting as a clearinghouse for the problems of chapters of the Society.
  - 7.116 Assigning appropriate responsibilities to the officers.
  - 7.117 Being responsible for all publications.
  - 7.118 Electing the Laureate Chapter members.
  - 7.119 Authorizing Regional Conferences.
  - 7.120 Authorizing the establishment of ad hoc committees.
  - 7.121 Transacting such other business as pertains to the welfare of the Society.
  - 7.122 Appointing an Executive Director.
  - 7.123 Approving changes to the annual dues structure.
- 7.2 The Executive Council shall hold at least two meetings each Society year.
- 7.3 Quorum
- A majority of the Executive Council constitutes a quorum for the transaction of business at any meeting of the Council. Actions voted on at a meeting where a quorum is present shall constitute authorized actions of the Council.

## **ARTICLE III. SOCIETY MEETINGS**

### ***Section 1. Convocation***

- 1.1 The Executive Director shall notify each chapter of the time and place of the Convocation. Each active chapter shall elect one voting delegate and may elect one or more nonvoting delegates who may serve as alternates. All delegates and alternates must be active members of the chapter they represent. A certificate of election as delegate and alternate(s), signed by the Chapter President and Counselor, shall be forwarded to the Society Headquarters no later than thirty (30) days prior to the opening of the Convocation. One copy of the certificate shall be presented to the person(s) elected. Voting by proxy is not permitted.
- 1.2 Written notice of time, place, purposes, and agenda of a Convocation shall be given not less than five (5) days nor more than sixty (60) days before the date of the meeting. Notice shall be given either personally or by mail to each chapter of the record entitled to vote at the meeting.
- 1.3 The deliberations of the Convocation shall be recorded via arrangements made by the Executive Director. A summary of the proceedings shall be published as soon as possible following the Convocation.

### ***Section 2. Attendance Requirements***

Travel reimbursement to any chapter for attendance at a Convocation shall be determined by the Executive Council. Chapters are required to send at least one representative to a Society meeting at least once in two consecutive biennia. Society meetings include Regional Conferences, Leadership Conferences and Convocations. Chapters that do not fulfill this obligation shall be subject to suspension.

### ***Section 3. Regional Conferences***

Other Society meetings may be held to further the mission and purposes of the Society.

## **ARTICLE IV. COMMITTEES**

### ***Section 1. Service Limitation***

- 1.1 The period of appointment of each committee member is four years except to fill a position to complete a term of appointment when a member is no longer able to serve.
- 1.2 The President in office on July 1 of a Society year shall make all appointments for terms of office beginning in that Society year.
- 1.3 Officers of the Society shall be ineligible for appointment to standing committees of the Society. Upon assuming office as an officer of the Society, any member seated on a standing committee shall no longer continue to hold a standing committee appointment.

### ***Section 2. Announcement of Appointments***

A list of the chairs and members of standing committees shall be made available to the membership.

### ***Section 3. Standing Committees***

- 3.1 The Standing Committees of the Society shall be:
  - 3.11 Budget
  - 3.12 Chapter Services
  - 3.13 Communications
  - 3.14 Constitution and Bylaws
  - 3.15 Membership
  - 3.16 Nominations
- 3.2 Each standing committee shall have at least five (5) voting members serving staggered terms to ensure continuity across biennia.

### ***Section 4. Ad Hoc Committees***

Each ad hoc committee shall be established by the Executive Council and shall be discharged by the President upon completion of its task or at the end of the biennium. Each ad hoc committee shall have no fewer than three (3) members.

### ***Section 5. Standing Committee Responsibilities***

Each standing committee shall make an annual written report to the Executive Council and a biennial written report to members at Convocation.

- 5.1 Budget Committee
  - 5.11 The Budget Committee shall:
    - 5.111 Review the budget and the latest audit.
    - 5.112 Make budget, dues, and fees recommendations to the Executive Council.
    - 5.113 Prepare the budget, in conjunction with the Executive Director, for review and approval by the Executive Council.
  - 5.12 Reporting. The committee shall report to the Executive Council.
- 5.2 Chapter Services Committee
  - 5.21 The Chapter Services Committee shall:
    - 5.211 Assist in the implementation of policies and procedures related to providing services to local chapters and members.
    - 5.212 Assist in the development of new chapters and the enhancement of current chapter activities.
  - 5.22 Reporting. This committee shall report to the Executive Council.
- 5.3 Communications Committee
  - 5.31 The Communications Committee shall:
    - 5.311 Review the print, nonprint, and electronic materials of the Society.
    - 5.312 Regularly analyze the publications and information needs of the membership regarding communications.

- 5.32 Reporting. This committee shall report to the Executive Council.
- 5.4 Constitution and Bylaws Committee
- 5.41 The Constitution and Bylaws Committee shall:
- 5.411 Study written proposals for amending the Constitution and Bylaws.
  - 5.412 Prepare a report of recommendations preceding the Convocation.
  - 5.413 Present the report to the Convocation for action.
- 5.42 Reporting. The committee shall report to the Executive Council.
- 5.5 Membership Committee
- 5.51 The Membership Committee shall:
- 5.511 Recommend and assist in the implementation of policies and procedures to enhance membership.
  - 5.512 Increase involvement of members in Kappa Delta Pi.
  - 5.513 Assist in the development of new types of membership and the enhancement of current programs for members.
- 5.52 Reporting. This committee shall report to the Executive Council.
- 5.6 Nominations Committee
- 5.61 The Nominations Committee shall:
- 5.611 Solicit from chapters nominations for officers of the Society no later than seven (7) months prior to the end of the current biennium.
  - 5.612 Receive written nominations from chapters no later than five (5) months prior to the end of the current biennium.
  - 5.613 Prepare an election slate, including biographical data on each candidate. The election slate shall contain:
    - 5.6131 no fewer than two (2) and no more than four (4) candidates for each of the offices of President-Elect, Alumni Counselor, Student Counselor.
    - 5.6132 no fewer than two (2) and no more than eight (8) candidates for the offices of Vice-President.
    - 5.6133 at least one (1) candidate for the office of Laureate Counselor.
  - 5.614 Submit the election slate and ballot to all active members no later than three (3) months prior to the end of the current biennium.
  - 5.615 Verify and report the official results of the election to the Executive Council.
  - 5.616 Recommend names for consideration by the President as new committee appointees.
- 5.62 Reporting. This committee shall report to the Executive Council.
- 5.7 Each committee chair shall file a written report of the committee's deliberations, decisions, and actions during the biennium. Such reports shall be submitted to the Executive Director no later than thirty (30) days following the close of the biennium.

## **Section 6. Quorum**

A majority of the members of any committee shall constitute a quorum, and a majority of the committee members present and voting at a meeting at which a quorum is present is necessary for committee action.

## **ARTICLE V. ACTIVE CHAPTERS**

### ***Section 1. Establishment***

Charters are granted by the Executive Council.

- 1.1 Charters may be granted to accredited, degree-granting institutions engaged in the preparation of teachers, provided that the institutions meet standards set by the Executive Council.
- 1.2 Charters may be granted to groups of educators applying for a noninstitutional chapter charter.

- 1.3 An installation fee, as determined by the Executive Council, shall be remitted to the Society Headquarters prior to the date of installation.

### ***Section 2. Nomenclature***

Letters of the Greek alphabet shall be used to designate chapters located at institutions. Names of the other chapters shall be approved by the Executive Council.

### ***Section 3. Ceremony of Reaffirmation***

Persons who were previously initiated may be formally received by other chapters according to the ritual for the reaffirmation of membership.

### ***Section 4. Election and Installation of Chapter Officers***

Each chapter shall elect officers who are active members of both the Society and the local chapter.

- 4.1 Method of Election. Chapter officers for the ensuing term shall be elected:
  - 4.11 During any regular meeting of the chapter, or
  - 4.12 Through a ballot sent to all active members, or
  - 4.13 Through a combination of both methods.
- 4.2 Time of Election. Officers shall be elected, installed, and reported not later than July 1.
- 4.3 Officers. Chapter officers shall include President, Vice-President, Secretary, Treasurer, Historian, Educational Foundation Representative, and Membership Chair. Additional officers, as indicated in the chapter bylaws, may be elected at the discretion of the chapter.
- 4.4 Vacancies. Should a chapter office become vacant because of resignation, neglect of duty, or other causes, the Counselor and/or President may call a special meeting for the purpose of filling the vacancy. The procedure for filling the vacancy shall be the prerogative of the chapter and shall be described in the chapter bylaws.
- 4.5 Duties of the President. The President shall:
  - 4.51 Preside over the meetings of the chapter and the executive committee.
  - 4.52 Appoint committees subject to the advice and consent of the executive committee.
  - 4.53 Perform other duties as specified in the chapter bylaws.
- 4.6 Duties of the Vice-President. The Vice-President shall:
  - 4.61 Preside in the absence of the President.
  - 4.62 Chair the program committee.
  - 4.63 Assume the duties of the President should a vacancy occur in that office.
- 4.7 Duties of the Secretary. The Secretary shall:
  - 4.71 Keep the minutes of meetings of the chapter and executive committee.
  - 4.72 Handle chapter communications as assigned by the executive committee.
  - 4.73 Keep an accurate record of the chapter membership.
- 4.8 Duties of the Treasurer. The Treasurer shall:
  - 4.81 Receive chapter dues from initiates.
  - 4.82 Make disbursements upon order of the chapter.
  - 4.83 Keep an accurate account of monies received and expended.
  - 4.84 Provide, with the cooperation of the Chapter Counselor, for the safekeeping of all chapter funds.
  - 4.85 An annual financial report shall be completed with the assistance of the Chapter Counselor within the stated deadline.
- 4.9 Duties of the Historian  
The Historian shall:
  - 4.91 Furnish reports of chapter activities and submit award applications for consideration and publication in appropriate Society periodicals.
  - 4.92 Assist the Counselor in the preservation of the charter, documents, and historical records of the chapter.

- 4.10 Duties of the Membership Chair  
The Membership Chair shall:
  - 4.101 Chair the Membership Committee.
  - 4.102 Oversee the organization of each initiation ceremony, including the collection and submission of all forms.
  - 4.103 Facilitate recruitment of new members, including the organization and execution of the Orientation Meeting.
  - 4.104 Develop retention efforts, including membership education.
- 4.11 Duties of the Educational Foundation Representative. The Educational Foundation Representative shall:
  - 4.111 Develop fund-raising activities.
  - 4.112 Serve as primary local chapter contact for the Kappa Delta Pi Foundation's special projects to support local and Foundation scholarships and awards
  - 4.113 Promote Kappa Delta Pi scholarships.
- 4.12 Summer Session Officers. Any chapter may elect and install pro tempore officers to serve during the summer session of the institution.
- 4.13 Duties and responsibilities other than the above may be authorized by the chapter bylaws.

### ***Section 5. Chapter Counselors***

Each active institutional chapter shall have a chapter Counselor selected from the faculty or staff of the institution. Except where institutional policies dictate otherwise, a Counselor shall be elected in the same manner as the officers of the chapter. An alumni chapter may select a chapter Counselor. In such chapters where there is no Counselor, the Dean or designee will be asked to perform the duties of the Counselor after appropriate consultation with the members.

- 5.1 Qualifications. The Counselor must be or become an active member of the chapter.
- 5.2 The name of the Counselor shall be forwarded to the Executive Director and the Executive Council. A certificate confirming the appointment shall be forwarded to the new Counselor.
- 5.3 Term of office. The term of office shall be two years, coinciding with the Society biennium. There is no limit to the number of terms that may be served. The Executive Council may, for cause, declare the office of chapter Counselor vacant.
- 5.4 Duties of the Counselor. The chapter Counselor shall sponsor and advise the local chapter. Duties shall include:
  - 5.41 Serving as a member of the chapter executive committee.
  - 5.42 Providing for the safekeeping and accessibility of records and properties of the chapter.
  - 5.43 Assisting in planning chapter activities.
  - 5.44 Ensuring the submission of reports or other correspondence required by the Executive Council.
  - 5.45 Providing for the installation of officers of the local chapter.
  - 5.46 Ensuring observance of the rituals.
  - 5.47 Serving on the membership committee.
- 5.5 Associate Counselors. In addition to the Counselor, each chapter may select one or more Associate Counselors. All provisions applicable to the chapter Counselor shall apply to Associate Counselors. However, at institutional chapters the Associate Counselor(s) need not be a faculty or staff member and may be elected to a two-year term during odd-numbered years to facilitate chapter continuity.

### ***Section 6. Chapter Committees***

Each chapter shall maintain the following committees:

- 6.1 Executive Committee. The executive committee shall consist of the current officers of the chapter including the Counselor and Associate Counselor(s), where there are such

officers, and may include the immediate Past-President. The duties of the executive committee shall be to:

- 6.11 Supervise the general activities of the chapter.
- 6.12 Serve as the official agency for communication.
- 6.13 Act in emergencies between meetings of the chapter.
- 6.14 Executive Committee officers shall conduct initiations.
- 6.15 Ensure the completion of all required reports.
- 6.2 Membership Committee. The membership committee shall:
  - 6.21 Receive names of candidates suggested for membership.
  - 6.22 Obtain validation of the candidates' qualifications.
  - 6.23 Prepare a list of eligible candidates and, together with the required information, present this to the appropriate chapter body.
- 6.3 Program Committee. The program committee shall be directed by the Vice-President. This committee shall be responsible for planning programs for the chapter.

### ***Section 7. Chapter Meetings***

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

### ***Section 8. Delinquency, Suspension, and Reinstatement***

Delinquency, suspension, and reinstatement shall be as follows:

- 8.1 Delinquency. A chapter becomes delinquent and subject to suspension following failure to:
  - 8.11 Meet financial obligations.
  - 8.12 Comply with the provisions of the Society's Constitution and Bylaws.
  - 8.13 Report to the Executive Council upon request.
  - 8.14 Actively support the ideals, mission, and goals of the Society.
  - 8.15 File the Annual Chapter Report by August 1, or other required reports by the stipulated deadlines.
  - 8.16 Send a representative to at least one Society meeting over the course of two consecutive biennia.
- 8.2 During the period of delinquency, a chapter shall be ineligible to elect a delegate to the Convocation. Its candidates for initiation shall not be accepted for membership in the Society.
- 8.3 Before a chapter may be suspended, the President of the Society shall advise the chapter that it is delinquent and grant a period of six months in which to correct this delinquency.
- 8.4 Suspension
  - 8.41 Before any chapter can be suspended, the Executive Council will designate an official representative of the Society to contact the chapter. The purpose of the contact shall be to investigate the causes for the delinquency and, if appropriate, propose recommended procedures to prevent the chapter being placed in suspended status.
  - 8.42 Upon failure to correct the delinquency, the chapter shall be notified of its suspension.
  - 8.43 The charter and the locally held chapter funds shall be returned immediately to the Executive Director, and the chapter funds shall be placed in escrow.
  - 8.44 All chapter funds collected by the Society during a period of suspension shall become the property of the Society.
  - 8.45 After three (3) years of suspension, the Executive Council shall declare the chapter inactive and thereby withdrawn from the Society. In the case of a chapter located at an institution, appropriate officers of the institution will be notified. In other cases, notification will be sent to the last known officers.
  - 8.46 If the chapter is not reinstated within three (3) years, the money placed in escrow shall be transferred irrevocably to the general fund of the Society.

- 8.5 A chapter failing to hold and report a regular initiation during a Society year shall forfeit all chapter dues held by the Executive Director on July 1 following the close of the Society year. The Executive Council may grant exceptions to this provision based on extenuating circumstances.
- 8.6 Reinstatement. After the charter has been suspended, a chapter may be reinstated under conditions set by the Executive Council.

### **Section 9. Quorum**

A quorum shall be defined in the local chapter bylaws.

### **Section 10. Legal Documents for Chapter Operation**

Documents that govern the legal operation of chapters shall be filed with Society Headquarters and shall be reviewed by local chapters during each biennium. Results of this review shall be reported to Society Headquarters.

### **Section 11. Chapter Report**

Each chapter shall file required annual reports no later than August 1.

- 11.1 The Annual Chapter Report shall include:
  - 11.11 The required financial information.
  - 11.12 Confirmation of chapter initiations.
  - 11.13 Constitution and Bylaws information for the Society year.
  - 11.14 Information on the amount of local chapter dues.
  - 11.15 Summary of the chapter programs, activities, regional conferences or Convocation attendance, and other information as requested.
  - 11.16 Report of chapter officers and counselors for the coming Society year.

### **Section 12. Chapter Web Page**

- 12.1 The Chapter Web Page should:
  - 12.11 Support the ideals, mission, and goals of the Society.
  - 12.12 Not conflict in any way with the Constitution and Bylaws of the Society.
  - 12.13 Contain the following disclaimer:  
*The opinions and comments expressed via this electronic forum do not necessarily reflect the views of Kappa Delta Pi International.*

## **ARTICLE VI. MEMBERSHIP**

### **Section 1. Qualifications**

Invitation to membership in an active chapter at an institution shall be dependent upon fulfillment of the following qualifications without regard to race, age, color, religion, sex, or handicapping condition.

- 1.1 General Qualifications
  - 1.11 Demonstration of worthy educational ideals.
  - 1.12 Expression of the intention to continue in the field of education (except for honorary membership).
  - 1.13 Manifestation of desirable professional qualities.
  - 1.14 Evidence of leadership attributes.
- 1.2 Qualifications for undergraduates:
  - 1.21 No less than having a first term sophomore standing (the equivalent of at least 30 semester hours earned by the end of the term prior to the time of initiation).

- 1.22 A grade point average ranking in the upper quintile of the institution, school, or college (the schools of education and the respective colleges from which candidates are selected), or a grade point average not less than a "B" (i.e., 3.00 out of 4.00) based upon the total previous collegiate record of the student.
- 1.23 At least twelve (12) semester hours (or the equivalent) of Professional Education courses programmed, in progress, or completed.
- 1.3 Qualifications for graduate students:
  - 1.31 Regular graduate admission status in a degree program within an accredited college or university.
  - 1.32 Completion of six (6) or more semester hours (or equivalent) of graduate work in the same institution applicable to the degree program in which the student is enrolled.
  - 1.33 At least twelve (12) semester hours (or the equivalent) of Professional Education courses completed, in progress, or programmed.
  - 1.34 A cumulative grade point average on all graduate work undertaken of at least 3.25 out of 4.00.
- 1.4 Qualifications and limitations for faculty and educational support staff:
  - 1.41 Faculty status in that institution.
  - 1.42 The number of faculty and educational support staff initiated at any one initiation ceremony shall not exceed the number of other initiates.
- 1.5 Qualifications and limitations for members-at-large.
  - 1.51 Meet qualifications for graduate students listed in 1.3; or
  - 1.52 Hold a Master's or other advanced degree; and
  - 1.53 Have a distinguished performance record consistent with the ideals of Kappa Delta Pi.
  - 1.54 The Executive Council shall be responsible for approval of member-at-large candidates.
- 1.6 Qualifications and limitations for honorary membership.
  - 1.61 Record of distinguished service in the cause of education.
  - 1.62 Honorary membership is not open to a person eligible for another membership category or one who holds a degree in education.
  - 1.63 No chapter may elect more than two (2) persons to honorary membership during any one Society year.
  - 1.64 A person approved for an honorary membership shall be initiated according to the appropriate ritual.

## **Section 2. Chapter Membership**

- 2.1 Election to membership. The Membership Committee of the local chapter shall present the names of persons found eligible for consideration to:
  - 2.11 Active members of the local chapter, or
  - 2.12 The chapter executive committee.
- 2.2 A favorable vote of a majority of the group voting is required for election as long as the group constitutes a quorum under the chapter's governing documents.
- 2.3 Invitation to membership in any chapter may be offered to persons who meet the following qualifications, without regard to race, age, color, religion, sex, or handicapping condition.
  - 2.31 A college graduate who is preparing for, engaged in, or retired from teaching or other educational work.
  - 2.32 A person must have a grade point average of at least 3.00 on a 4.00 scale if a baccalaureate degree only is held, or a grade point average of at least 3.25 on all graduate work if twelve (12) or more semester hours (or the equivalent) of graduate credit have been earned, or have a distinguished performance record consistent with the ideals of Kappa Delta Pi.
- 2.4 Local Chapter Requirements. Each chapter may increase requirements for eligibility for membership, if specified in the chapter bylaws.

- 2.5 Active Chapter Membership. A person who has become a member of Kappa Delta Pi is an active member of a chapter and the Society as long as Society and local chapter dues are paid. A member may not pay chapter dues only. An active life member of the Society is an active chapter member as long as local chapter dues are paid.
- 2.6 Transfer of Membership between Chapters. An active member of the Society may transfer membership from one chapter to another with the appropriate notification to the Society Headquarters. Multiple chapter memberships are permissible.
- 2.7 Involuntary Suspension of Individual Members. A member may be suspended for cause. A two-thirds (2/3) vote of the chapter executive committee is required for suspension of chapter membership, and a two-thirds (2/3) vote of the Executive Council is required for suspension of Society membership.

### ***Section 3. Initiation***

All candidates for membership shall be duly initiated using the official Society ritual. Within two weeks of initiation, required information concerning each initiate, together with the required fees, must be forwarded to the Society Headquarters.

## **ARTICLE VII. THE LAUREATE CHAPTER**

### ***Section 1. Election***

At the end of the first year of each biennium, the Executive Director shall notify chapters and members of the Laureate Chapter of any vacancies in the Laureate Chapter, and shall solicit nominations. After nominations are received, the names of the nominees shall be submitted to the members of the Laureate Chapter. Each member of the Laureate Chapter shall be asked to rank the nominees in accordance with standards furnished by the Executive Council. The Executive Council may elect Laureate members from among these rankings.

### ***Section 2. Limitations***

There shall be certain limitations on election to membership.

- 2.1 Membership shall be limited to sixty (60) living persons.
- 2.2 Officers and employees of the Society shall be ineligible for nomination until one biennium has elapsed following their term of office or last day of employment.

## **ARTICLE VIII. AFFILIATE CHAPTERS**

### ***Section 1. Selection***

The Executive Council may establish affiliate chapters designed to recognize excellence within the educational community.

### ***Section 2. Limitations***

There shall be certain limitations for affiliate chapters.

- 2.1 Affiliates do not have voting privileges within Society affairs.
- 2.2 Members shall receive services of the Society if they are active members according to criteria established by the Executive Council.

## **ARTICLE IX. SOCIETY HEADQUARTERS**

### ***Section 1. Selection of Personnel***

The Executive Council shall employ an Executive Director and may authorize employment of other staff members as deemed necessary. The Executive Council shall appoint or employ an editor or editors.

### ***Section 2. Eligibility***

The Executive Director and the Editor(s) shall be active members of the Society.

### ***Section 3. Duties of the Executive Director***

The Executive Director shall be responsible for the performance of the following duties:

- 3.1 Preserving documents and records, including but not limited to, acts of incorporation, Constitution and Bylaws, conference and Convocation proceedings, and financial records.
- 3.2 Conducting the business of the Society, including:
  - 3.21 Signing necessary legal documents and contracts pursuant to the dictates of the Executive Council.
  - 3.22 Arranging for audits of the records.
  - 3.23 Completing and forwarding charters.
  - 3.24 Receiving and safeguarding funds of the Society, and any other powers or duties with respect to the Society funds as are delegated by the Executive Council.
  - 3.25 Paying authorized warrants.
  - 3.26 Preparing the budget in conjunction with the Budget Committee.
  - 3.27 Making reports.
  - 3.28 Issuing notices.
  - 3.29 Requesting annual reports.
  - 3.210 Coordinating the activities of the committees.
- 3.3 Supervising the publications of the Society, including:
  - 3.31 THE EDUCATIONAL FORUM
  - 3.32 The KAPPA DELTA PI RECORD
- 3.4 Coordinating preparations for the Convocation.
- 3.5 Fulfilling such other duties as may be designated by the Executive Council.

### ***Section 4. The Academic Editor(s)***

- 4.1 The Editor(s) shall be selected by the Executive Council.
- 4.2 The Academic editor(s) advise and collaborate with staff members to prepare material for the respective publication(s) under policies set by the Executive Council.
- 4.3 The Editor(s) shall recommend to the President persons for appointment to their respective review panels.
- 4.4 A Review Panel shall be appointed for each Society journal. The Editor of that journal shall serve as chair of the Review Panel.

### ***Section 5. Editorial Review Panel***

- 5.1 The Editorial Review Panel for each journal shall have a minimum of twenty-five (25) active members of the Society.
- 5.2 These persons shall serve three-year terms, staggered such that an approximately equal number of terms expire each year.
- 5.3 The beginning date for all terms shall be July 1, and the ending date shall be June 30, except in those cases where appointments are made to fill unexpired terms.

## **ARTICLE X. FINANCES**

### ***Section 1. Dues and Fees***

- 1.1 Each chapter shall collect from initiates the first annual chapter dues, and may assess a chapter initiation fee. These funds shall remain with the chapter for its operations. International Society dues and fees shall be set by the Executive Council. Annual increases to dues may not exceed 10 percent of the previous yearly dues without the expressed approval of the Convocation.

- 1.2 Each chapter shall remit to the Society Headquarters the required Society fee for each initiate. The required fee shall include the Society initiation fee and the initiate's first annual Society membership dues, as determined by the Executive Council.
- 1.3 The membership shall be billed by the Society Headquarters for the annual Society and chapter dues. The chapter dues shall be determined by the local chapter and submitted on the annual report.
- 1.4 Family Membership
  - 1.41 Annual Family Membership may be paid when the following criteria have been met:
    - 1.411 both or all are members of the same family.
    - 1.412 they reside at the same address.
    - 1.413 each has previously paid, individually, Society initiation fees and the first year initiation fee in a local chapter.
    - 1.414 each has been initiated into the Society.
  - 1.42 The family membership may be obtained upon payment of full membership fees by one family member, plus a fee for each additional member; this fee to be determined by the Executive Council.
  - 1.43 A family membership provides for only one copy of each every-member mailing.
  - 1.44 A local chapter may, at its discretion, set conditions for chapter family membership.
- 1.5 Active Life Membership. Qualified members may become active Life Members of the Society by paying to the Society Headquarters the sum set by Executive Council.
- 1.6 Honorary Membership. Fees for honorary membership shall be determined by the Executive Council. After one year of membership, continuing privileges will be offered upon the payment of an amount equal to Society annual dues, either by the sponsoring chapter or the honorary member.
- 1.7 Reduced Dues
  - 1.71 Reduced dues shall be offered to retired, active members not currently engaged in full-time educational work.
  - 1.72 The Executive Council shall establish the amount of such dues, and shall stipulate publications services available to such active members.

## ***Section 2. Expenses***

The Executive Director shall pay from the treasury of the Society the authorized expenses of:

- 2.1 The Executive Council or representatives appointed and commissioned by it.
- 2.2 Committees properly appointed by the President.
- 2.3 The Convocation, including a part or all of the expenses of delegates and others as determined by the Executive Council.
- 2.4 Society conferences and meetings, to the extent determined by the Executive Council.
- 2.5 Society Headquarters.

## **ARTICLE XI. AMENDMENTS**

### ***Section 1. Bylaw Amendment Limitations***

- 1.1 In the interim between Convocations, chapter ballots on amendments to the Bylaws shall be returned to the Executive Director within sixty (60) days of receipt by the chapter.