

Kappa Gamma Pi National Constitution & By Laws

Revised: June 2021

PREAMBLE

Kappa Gamma Pi, the National Catholic College Graduate Honor Society, is the result of the foresight and the diligent efforts of the Conference of Catholic Colleges for Women in the National Catholic Educational Association. Its existence dates from June 30, 1926, with the purposes and aim herein stated.

ARTICLE I – NAME

Kappa Gamma Pi (hereinafter referred to as Kappa or KGP) draws its name from the Greek initials of the phrase:

ΚΑΘΟΛΙΚΑΙ ΓΥΝΑΙΚΕΣ ΠΡΟΣΤΑΤΑΙ

i.e., Catholic Women Leaders.

Actions by the 1967 and 1981 National Conventions permit the selection of non-Catholic women and the admission of men respectively. The title, KGP, has been retained because of its importance in KGP history and the continuing commitment of Kappa to its stated purposes.

ARTICLE II – PURPOSES

The purposes of this Society shall be to strive for a high standard of personal Christian excellence and scholarship among members; to encourage individual and group initiative and participation in local and national church and secular affairs; and to awaken a spirit of Christian leadership among the undergraduates of Kappa-affiliated colleges and universities (hereinafter referred to as colleges).

ARTICLE III - SYMBOLS AND PUBLICATION

Section 1. Motto

The motto of this Society shall be “Faith and Service.”

Section 2. Emblem

The emblem of this Society shall be a Key which may be worn as a pin, pendant, lapel tac or tie tac. The Key shall bear on the obverse the cross of Faith and the wheel of St. Catherine of Alexandria separated by a panel inscribed with the Greek initials of the Society; on the reverse the motto of the Society. The Kappa Gamma Pi logo or emblem shall not be used to promote an individual member, chapter, or other organization without written expressed consent of the National Office. This shall include fundraisers for chapters.

Section 3. Seal

The seal of this Society shall be circular; it shall show the Key of the Society surrounded by the words “Kappa Gamma Pi - Founded June 30, 1926.”

Section 4. Publication

The official publication of this Society shall be the *KAPPA GAMMA PI NEWS* (hereinafter referred to as the *NEWS*), to be published at least quarterly.

ARTICLE IV – MEMBERSHIP

Section 1. Election

a. Baccalaureate Membership

The Society shall consist of graduates of regionally accredited four-year Catholic colleges which have established affiliation with KGP. Colleges, Catholic at the time of affiliation, may continue this affiliation with the approval of the National Office, even though they no longer regard themselves as Catholic institutions. Colleges, Catholic in identity but which confer degrees through other institutions, may establish affiliation with the approval of the National Office.

Candidates shall have the following qualifications:

1. By the end of sufficient coursework, they will have attained a point standing required for graduation with honors from their respective colleges. Membership becomes effective upon notification to the National Office by the affiliated college.
2. They shall have shown outstanding leadership in extracurricular activities.
3. They are currently matriculated students of the nominating college.
4. They shall have expressed a desire to be members of the Society and willingly accept the responsibility for individual leadership in church, civic and/or Kappa sponsored activity which membership implies.

b. Post-Graduate Membership

The Society shall include graduates of post graduate divisions of Catholic colleges which have established affiliation with KGP as well as graduates of graduate level only Catholic institutions of higher learning which establish affiliation with the approval of the National Office. These students need not have received their Baccalaureate Degrees from Kappa affiliated colleges. Candidates shall have the following qualifications:

1. At completion of master's or doctoral programs, they shall have demonstrated exceptional scholastic achievement and outstanding leadership abilities.
2. They are currently matriculated students of the graduate division of the nominating college.
3. They shall have expressed a desire to be members of the Society and willingly accept the responsibility for individual leadership in church, civic and/or Kappa sponsored activity which membership implies.

c. Alumnae(i) Membership

The Society shall accept the nomination of graduates of Catholic colleges which have established affiliation with KGP in order to provide these colleges with the opportunity to confer KGP membership on alumnae(i) who were ineligible at the time of their graduation: *i.e.* members of religious communities or of other faith congregations, or males; or individuals who graduated prior to the affiliation of the college. These members shall be entitled to all of the rights and obligations of membership in the Society. Candidates shall have the following qualifications:

1. They shall have graduated with honors from their respective colleges.
2. They shall have demonstrated outstanding leadership during and/or since their college years.
3. They shall have expressed a desire to be members of the Society and willingly accept the responsibility for individual leadership in church, civic and/or Kappa sponsored activity which membership implies.

d. Faculty and Administrative Membership

The Society shall accept the nomination of an administrator or faculty member of any Catholic college which has established affiliation with KGP in order to provide these colleges with the opportunity to confer KGP membership on interested and supportive administrators/faculty members. These members shall be entitled to all of the rights and obligations of membership in the Society.

1. These members need not have graduated from the affiliated institutions but must have earned an advanced degree

2. They shall have expressed a desire to be members of the Society and willingly accept the responsibility for individual leadership in church, civic and/or Kappa-sponsored activity which membership implies.

Section 2. Apportionment

The number of candidates which a college may choose from the graduating class in any given year shall be limited to fifteen percent of the number of students receiving Baccalaureate Degrees; and, in addition, no more than fifteen percent of the number of students receiving Graduate Degrees. Only one alumnae(i) membership may be conferred in any given year by an affiliated college. Only one faculty or administrative membership may be conferred in any given year by an affiliated college. In extraordinary circumstances, colleges may apply to the National Office for an exception to this rule.

Section 3. Nomination

Nominees shall be selected by the affiliated colleges. An administrator of the college and, if possible, a representative of Kappa shall personally be responsible for informing each candidate as to the nature of KGP as a service-oriented graduate honor society. After receipt of the completed registration form and fee, the KGP National Office will send the affiliated college a membership certificate for each of its nominees. If applicable, the nominees may then be inducted by the nearest Chapter.

ARTICLE V - ORGANIZATION STRUCTURE

Section 1. Leadership

a. The authority of this Society shall be vested in the National Chapter in convention assembled and, *ad interim*, in the National Board. Such decisions by the National Chapter and Board will be made by a majority vote of the delegates, present and eligible to vote.

b. The National Chapter shall be composed of the National Board, Members-at-Large, and one or more delegates from each Chapter represented at the convention.

Section 2. Officers, National Board, Terms, and Vacancies

a. Officers and National Board

The National Officers of this Society shall be: President, First Vice President, Second Vice President, Third Vice President, Recording Secretary, and Treasurer. The National Board shall consist of the National Officers, the National Office Administrator, the Editor of the *NEWS*, the immediate Past President, and the Chairs of Standing Committees.

b. Terms

The Officers shall be elected for a term of two years and shall be elected to serve no more than two consecutive terms in the same office, except the National Treasurer who may serve additional terms if nominated by the Nominating Committee per Article V, Section 7, Part b. Section 3. The Officers shall serve from the close of the National Convention to the conclusion of the next National Convention. Appointed positions of Editor of the *NEWS* and the Chairs of Standing Committees shall serve from the time of their appointment to the conclusion of the next National Convention.

c. Vacancies

1. If the office of President is vacated, the First Vice President shall become President for the unexpired part of the term.
2. If the office of a Vice President, Recording Secretary or Treasurer is vacated, the vacancy shall be filled by a majority vote of the National Board, within 30 days, if possible.
3. Any Officer unable or unwilling to fulfill the duties of the office may be removed from office by a majority vote of the National Board. The vacancy shall be filled by a majority vote of the National Board, within 30 days, if possible.

Section 3. Nominations and Elections

- a. All nominations shall be made to the Nominating Committee and may also be made from the floor at the National Convention. Each nominee shall be a current dues paying member.
- b. Elections are held at the National Convention and Officers shall be elected by a majority vote of the delegates, present and eligible to vote. The Nominating Committee shall assume the role of Elections Committee at the National Convention in cases where more than one person is nominated to an office, requiring a secret ballot vote election to take place.

Section 4. Duties of Officers

- a. The President shall be the chief executive of this Society, shall attend and preside at all national meetings and at all meetings of the National Board, and shall represent and act for the Society. The President shall appoint the Chairs of every Standing Committee (except those committees chaired by elected officers as part of their constitutional duties) with the approval of the National Board and shall establish all Temporary Convention Committees and appoint their respective Chairs. The President shall be an *ex officio* member of all Standing and Convention committees except the Convention Nominating Committee, shall represent the Society at any Kappa sponsored meeting held in conjunction with the annual national convention of the National Catholic Educational Association; and shall visit the affiliated colleges and Chapters of the Society as necessary for the good of the Society, its members and its affiliated colleges. After the installation of a successor, the President shall become Consultant to the new President and remain a member of the National Board for two years.
- b. The First Vice President shall attend National Board Meetings and Conventions; shall serve as Chair of the Personnel Committee; shall serve as Chair of the Convention National Awards Committee; shall work with the Standing Committee Chairs; shall be responsible for oversight of the Convention Committee; shall perform the duties of the President in the absence of that officer; shall represent Kappa at meetings and other functions; and at all times render assistance to the President.
- c. The Second Vice President shall attend National Board Meetings and Conventions; shall serve as Chair of the Cornaro Scholarship Committee; shall at all times render assistance to the other National Officers; and, as requested by the President, shall represent Kappa at meetings and other functions.
- d. The Third Vice President shall attend National Board Meetings and Conventions; shall serve as Chair of the Organization Committee; shall be responsible for the oversight of College Liaisons; shall at all times render assistance to the other National Officers; and, as requested by the President, shall represent Kappa at meetings and other functions.
- e. The Recording Secretary shall attend National Board Meetings and Conventions; shall keep a record of the proceedings of the National Conventions and of the National Board Meetings. This record of proceedings or minutes of all National Board Meetings and National Business Meetings at Convention shall be submitted within 30 days of the end of the meetings. The Recording Secretary shall submit at the National Convention a biennial report including a summary of the reports of the Chapters; shall request such Chapter Reports each May 1. These duties may be performed by the National Office Administrator. The Recording Secretary shall serve on the Cornaro Scholarship Committee.

f. The National Office Administrator shall attend National Board Meetings and Conventions; shall give notice of all meetings; inform officers and committee members of their election or appointment; notify committees of all adopted motions in any way affecting them; request from the College Administrator of each affiliated college the list of new members of the Society each year; collect all dues and assessments; and, with the call for National Convention, include a copy of any amendment to be submitted for adoption.

g. The Treasurer shall attend National Board Meetings and Conventions; shall be the custodian of all funds; shall keep account of all receipts and expenditures; shall pay all bills as approved in the budget or as directed by the National Board; and shall make a biennial report to the Society at Convention and a monthly report to the President. The Treasurer shall make the annual report to the Internal Revenue Service. The Treasurer shall be bonded for the sum established by the Budget Committee, or shall submit monthly income and expense reports with copies of bank and investment statements to all National Board members each month, if not bonded. The books shall be submitted to a Certified Public Accountant for a Financial compilation every two years prior to the National Convention. Certain of the Treasurer's duties, as specified and approved by the National Board, may be performed by the National Office Administrator, who shall then be bonded if monthly financial statements are not submitted to the National Board members by the Treasurer as described above.

Section 5. Regions

The Society shall have the following Regions: Eastern, Mississippi, Plains and Western.

Section 6. Local Chapters and Members-at-Large

a. Local Chapters may be formed with the approval of the National Board upon application of members of the Society residing in, or near, a given city and provided that an active Chapter is not already in existence there. The Chapter shall be named for the largest city in the area or, if this is not practical, for the area itself; and a map outlining the exact boundaries of the Chapter must be submitted to the National President for approval. When a Chapter encompasses a very large area, a group in the outlying districts may request Chapter status if distance makes meetings with the larger group difficult. Effective June 2019, Chapters may also be formed by alumni Kappa members of an individual affiliate and named after the affiliate. Chapters shall have at least three members to submit an application for National Board approval.

b. Each Chapter shall make its own rules, regulations and bylaws consistent with those of the Society. A copy of such rules shall be filed with the National Office Administrator after approval by the National President or the President's representative. Each Chapter shall file a Chapter Report with the National Recording Secretary as requested.

c. A local Chapter failing to file a Chapter Report as requested by the National Recording Secretary for two consecutive years will be issued a caution by the National Office, who will then place the Chapter on probation and offer assistance. A local Chapter failing to file a Chapter Report three years in succession shall be declared inactive by the National Board at its next meeting.

1. Members of the Chapter to be deactivated shall be contacted by the National Board and given an opportunity during the year following contact to become active. If a Chapter wishes to remain in an active status, they shall elect officers and file a report. If no response is received from individuals and/or if the organizing steps are not taken by the following May 1, the National Board may recommend that members be returned to the at-large category and the Chapter be declared inactive. Inactive Chapters shall be notified by the National Office on disposal of remaining treasury funds and Chapter assets, e.g., medals, cords, logo items. Inactive Chapters in possession of pertinent paperwork, forms and/or newsletters of historical value may submit them in electronic format to the National Office to be archived.

2. Inactive Chapters may be reactivated upon application to the National Office of members of the Society residing in or near the given city, or members of an affiliate based Chapter. Such application shall include a plan for continued activity and receive approval of the National Board.

d. Members residing in an area where there is no active Chapter shall be known as Members-at-Large.

Section 7. Committees

a. Standing Committees

Except as noted below, the members of the Standing Committees shall be appointed by the Chair of each Committee and shall serve from the date of their appointment until the next National Convention. Those serving on a Committee shall be current dues paying members. Standing Committees shall be the Organization Committee, Cornaro Scholarship Committee, Long Range Planning Committee, and Personnel Committee.

1. The Organization Committee shall consist of the Third Vice President as Chair and four members, one from each region, if possible. The work of this Committee shall be to assist in maintaining contact with Members-at-Large, to strengthen the existing Chapters and to help in organizing new ones.

2. The Cornaro Scholarship Committee Chairperson shall be the Second Vice President and the Committee shall include the Recording Secretary as defined in Article V, Section 4. Parts c & e., who shall serve two-year terms between National Conventions. The Committee will include at least two other appointed members who shall serve a two-year term. Additional members may be appointed as deemed necessary by the Chair to serve a term to be determined by the Chair.

3. The National President appoints the Chair of the Long Range Planning Committee. The Long Range Planning Committee shall hold meetings twice per fiscal year to discuss the financial well-being, and long term goals and objectives of the organization. The Long Range Planning Committee shall submit a report to the National Board by June 1st each year that includes Committee recommendations for National Board consideration.

4. The First Vice President acts as Chair of the Personnel Committee as defined in Article V, Section 4. Part b. The Personnel Committee shall meet at least once annually with the employee(s) prior to the annual National Board meetings for the purpose of discussing employee duties and performance review. The Committee shall then make a recommendation to the National President that will include a suggested compensation plan and results of the annual performance review.

b. Convention Committees

The Chairs of the Temporary Convention Committees established for each National Convention shall be appointed by November 1 preceding the National Convention. Chairs of Temporary Convention Committees shall make every effort to appoint and receive commitments to attend the Convention from those appointees, by January 1st following their nomination as Chairperson. Those serving on a Committee shall be current dues paying members.

1. The General Chair of the Convention Committee shall be named by the National President. This Chair shall select committee members as needed.

2. The Convention National Awards Committee shall consist of three members: The Chairperson shall be the First Vice President as defined in Article V, Section 4. Part b., the other members shall be a representative of the sponsoring Convention Chapter and a representative of the past sponsoring Convention Chapter if possible. The Convention National Awards Committee shall process resolutions that include recognition of service and other National awards. The Chairperson shall submit a Committee recommendation to the delegates assembled at Convention during the National Business Meeting for each resolution assigned to it.

3. The Convention Nominating Committee shall consist of five members and, as far as possible, each Region shall be represented. The Convention Nominating Committee Chairperson shall submit a list of candidates to the delegates assembled at Convention during the National Business Meeting. The list shall include Committee recommended candidates for the offices of National President, First Vice President, Second Vice President, Third Vice President, Recording Secretary, and Treasurer.

4. The Convention Constitution Revisions Committee shall consist of five members. The Convention Constitution Revisions Committee shall process resolutions that include any potential changes or impacts on the

current language in Constitution and By Laws. The Chairperson shall submit a Committee recommendation to the delegates assembled at Convention during the National Business Meeting for each resolution assigned to it.

5. The Convention Budget Committee shall consist of five members including the National President and the National Treasurer. The Convention Budget Committee shall present a two-year budget to the National Board for approval at the National Board Meeting. The Chairperson shall present the approved budget to the delegates assembled at Convention during the National Business Meeting.

6. The Convention Resolutions Committee shall consist of five members and, as far as possible, each Region shall be represented. The Convention Resolutions Committee shall process resolutions related to Kappa Gamma Pi philosophical statements, concepts, and ideas that do not impact or change the Constitution and By Laws. The Chairperson shall submit a Committee recommendation to the delegates assembled at Convention during the National Business Meeting for each resolution assigned to it.

ARTICLE VI – EMPLOYEES

A paid National Office Administrator shall be appointed by the President and shall report to the President and National Board. The President, in consultation with the Personnel Committee, shall appoint additional paid employees deemed necessary for the effective and efficient operation of the organization, within the approved budget.

The employees shall perform all duties prescribed by the current job description. The President, in consultation with the Personnel Committee, shall review and determine appropriate compensation for or termination of employees. In matters dealing with the compensation of paid employees, such employees will not participate or vote.

ARTICLE VII – MEETINGS

Section 1. General and Special Meeting Requirements

- a. The National Board shall meet before the opening of each National Convention to review the work to be done, proposed Convention Resolutions, proposed constitution amendments and proposed budget, to study problems and to make recommendations by a majority vote to the National Chapter.
- b. A quorum of the National Board shall consist of five (5) members.
- c. The Society shall meet in National Convention biennially in the odd numbered years.
- d. The President shall appoint a parliamentarian to serve at the National Convention.
- e. Special meetings may be called by the President, on the President's own initiative, or at the request of the National Board.
- f. National Board Meetings may be conducted in person, virtually by video conference, online meeting room, or phone conference as determined by the National President. The National Convention may be conducted in person, virtually by video conference, an online meeting room, or a combination of the aforementioned modalities by a majority vote of the National Board at least 120 days prior to the start of the Convention.

Section 2. Meeting Location

The location of the National Convention shall be determined by the National Board and shall be announced at the close of the preceding National Convention if possible.

Section 3. Delegate Strength and Voting Privileges at Convention

a. A Chapter is entitled to one delegate for each ten paid national memberships, or fraction thereof, within the Chapter area.

Each official delegate representing a Chapter must be a dues paying member and shall be entitled to a vote weighted on the basis of national paid members of the delegate's Chapter as follows: one vote for every ten members or fraction thereof.

1. The weighted vote tally (computed as an average of the two-year period) shall be appended to the call for National Convention.

2. If a Chapter is represented by one delegate, that delegate casts the weighted vote of the Chapter.

3. A Chapter should appoint a captain of its delegation and designate in writing the distribution of its weighted vote.

4. Additional Chapter members who attend the Convention and desire to participate as an official delegate may register as a Member-at-Large, however, they shall be removed from the weighted vote tally count of their Chapter.

5. Each member of the National Board shall be entitled to one vote plus any votes he/she may carry as a Chapter delegate.

b. A quorum shall consist of a majority of those present and eligible to vote including at least three National Officers.

c. Dues paying Members-at-Large who attend the National Convention may register on the convention registration form indicating eligibility as a Member-at-Large delegate. Their status shall be verified by the National Office Administrator.

ARTICLE VIII – FINANCIAL ACTIVITY

Section 1. Dues

Upon receipt of billing, the annual dues of this Society shall be payable to the National Office. The amount shall be set by the National Board which shall take into serious consideration the recommendations of the Society. The delegates assembled at the National Convention in 2017 recommended annual membership dues, and nomination fees for new inductees, be set at fifty dollars (\$50). Members shall be allowed the opportunity to purchase paid lifetime membership to Kappa Gamma Pi for seven hundred and fifty dollars (\$750).

Section 2. Nomination Fees

Each newly elected member of this Society shall pay a registration fee set by the National Board which shall be forwarded to the National Office by the College Administrator when that officer requests certificates and handbooks for the new members.

Section 3. Budget

A budget shall be set up by the Convention Budget Committee before each National Convention, which shall include, in addition to ordinary office expenses, provision for the following:

a. The President and National Office Administrator shall be allowed funds sufficient to cover at least expected travel expenses incurred through visits to affiliated colleges and Chapters and through attendance at the National Convention of KGP.

b. The Immediate Past President, Vice Presidents, Recording Secretary, Treasurer, and the Editor of the *NEWS* shall each be allowed sufficient funds to cover the cost of basic economy fare to and from the National Convention.

Section 4. Fiscal Year

The fiscal year of this Society shall date from June 1 through May 31 of the following year.

ARTICLE IX – AMENDMENTS

This constitution may be amended at any National Convention by a two-thirds vote of those present and eligible to vote, the proposed amendment having been approved by the National Board, appended to the call for National Convention 60 days prior to its meeting, and processed through the Constitution Revisions Committee and delegates at Convention during the National Business Meeting.

ARTICLE X - RULES OF ORDER

The most recent edition of *Robert's Rules of Order* shall constitute the procedure of all business meetings and shall govern all matters not included herein.

ARTICLE XI - DISSOLUTION

If the National Board by a simple majority, decide at any time, on grounds of expense or otherwise, that it is necessary or advisable to dissolve the Organization, it shall call a Special Convention of the Organization. The National Office shall provide all current dues paying members written notice of the Special Convention and include the date, location, and time of the Meeting at least thirty (30) days in advance of the meeting date. Dissolution shall require a two-thirds vote. The National Board may also submit a Convention Resolution to the delegates assembled at a Biennial Convention if less than three Local Chapters remain active.

Any assets remaining after the satisfaction of any proper debts and liabilities, shall be given or transferred to any charitable organization with similar aims and objectives to Kappa Gamma Pi as determined by the delegates at the Special Convention or Biennial Convention.