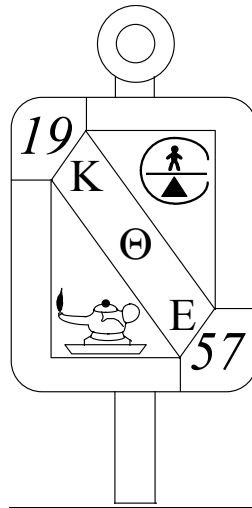


**KAPPA THETA EPSILON**  
**THE COOPERATIVE EDUCATION HONOR SOCIETY**

**THE CONSTITUTION AND BYLAWS**  
**OF THE**  
**KAPPA THETA EPSILON SOCIETY**



As Ratified by the Chapters of the Society on February 27, 2004

# THE CONSTITUTION OF THE KAPPA THETA EPSILON SOCIETY

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# THE CONSTITUTION OF THE KAPPA THETA EPSILON SOCIETY

## PREAMBLE.

The Kappa Theta Epsilon Society was founded at Virginia Polytechnic Institute and State University in 1957 by the graduating class of Cooperative Education Students of that year. Their purpose was to mark in a fitting manner those who conferred honor upon the Virginia Polytechnic Institute and State University by distinguished scholarship, industrial ability, integrity, breadth of interest, and adaptability as undergraduates in the Cooperative Education Program and to develop a spirit of competitive achievement in academic work.

As a national organization, the Kappa Theta Epsilon Society aspires to promote Cooperative Education by recognizing outstanding students in the Cooperative Education Program, students who are among the most able and qualified in the country. In addition, the Kappa Theta Epsilon Society hopes to provide service to the Cooperative Education Programs at member schools and serve as a forum for the exchange of ideas regarding Cooperative Education.

*ARTICLE I - SYMBOLS OF THE SOCIETY.*

**SECTION 1. NAME.**

The name of this society shall be the Kappa Theta Epsilon Society, hereafter referred to as “the Society.”

**SECTION 2. MOTTO.**

The motto, symbolized by KΘE, shall not be written nor made public. It shall be handed down traditionally with the ritual of initiation.

**SECTION 3. INSIGNIA.**

- a) The official colors of the Society shall be maroon and gold.
- b) The official emblem of the Society shall be that shown in Figure 1 with a gold background, black rectangular inset, and black lettering.

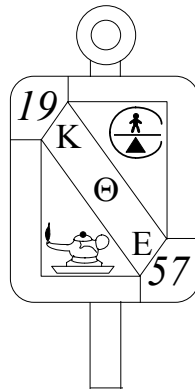


Figure 1.

- c) The official flag of the Society shall have dimensions of two units high and three units long. The background shall be maroon with the lettering, symbols, and border in gold as shown in Figure 2.

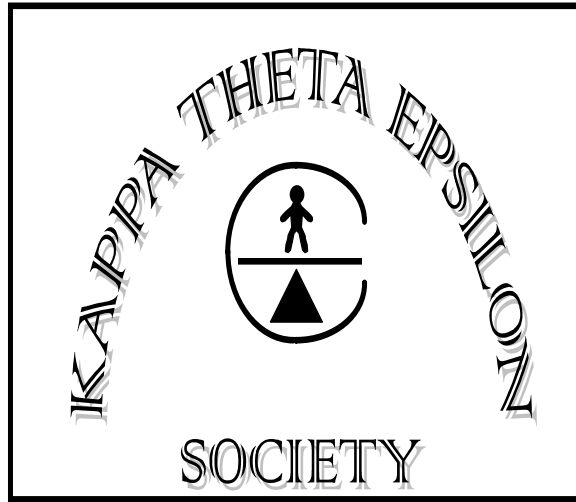


Figure 2.

- d) The official certificate of membership shall be as shown in Figure 3. The Chapter shall procure certificates for new initiates from the National Organization.



Figure 3.

- e) The official seal of the Society shall be as shown in Figure 4.

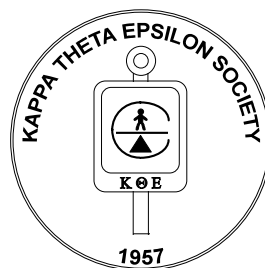


Figure 4.

**SECTION 4. KEYPIN.**

The official keypin of the Society shall be representative of the official emblem of the Society as shown in Figure 1 and shall only be worn by members of the Society.

**SECTION 5. RITUAL OF INDUCTION.**

The approved induction ritual shall be used by all Chapters. The ritual shall be changed only by majority vote of the Convention (see Article III, Section 2). The ritual shall be kept secret.

**ARTICLE II - ORGANIZATION OF THE SOCIETY.**

**SECTION 1. CHAPTERS.**

The Society shall consist of Chapters, which have been established in regionally accredited colleges and universities in the United States of America. The first Chapter shall be known by the Greek letter Alpha, the second by Beta, continuing with Alpha Alpha, Alpha Beta, and so forth. Letter designations shall be unique for each new Chapter. A group of individuals seeking Chapter status shall be referred to as a Prospective Chapter.

**SECTION 2. HEADQUARTERS.**

The headquarters of the Society shall be located at the oldest Chapter in existence. The headquarters shall be the location of the official copies of the Society's Constitution and Bylaws, Charter, and rituals, along with membership records, bank accounts, and other official Society documents.

**SECTION 3. FISCAL YEAR.**

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

**ARTICLE III - GOVERNMENT OF THE SOCIETY.**

**SECTION 1. GOVERNING BODIES.**

The Society shall be governed by the annual Convention and the National Executive Council. These two bodies shall not interfere in the internal affairs of any Chapter but shall be solely concerned with affairs affecting the Society as a whole. When convened, the Society's National Organization shall be defined as the Convention and the National Executive Council. During the remainder of the year, the Society's National Organization shall be defined as the National Executive Council.

**SECTION 2. CONVENTION.**

- a) The Convention shall meet annually, usually in the spring, at a location and date agreed upon during the previous year's Convention.
- b) The Convention shall be composed of the following:
  - i) One voting delegate from each Chapter, who serves as the Chapter's official spokesperson.
  - ii) Any number of non-voting delegates from the Chapters and Prospective Chapters.
  - iii) The members of the National Executive Council (see Article 3, Section 3).
  - iv) A Chair of the Convention, who shall be the highest ranking member of the National Executive Council present. The rank order of the officers shall be: President, Vice-President, Secretary, Treasurer, Society Administrator, and Webmaster.

- v) The Secretary of the Convention shall be the Secretary of the National Executive Council. If the Secretary is not present, the Secretary of the Convention shall be appointed by the Chair.
- c) Convention voting procedures shall be as follows:
  - i) A quorum to the Convention shall be a majority of voting delegates from the existing Chapters and any Prospective Chapters being inducted at the Convention. Upon induction, the new Chapters shall have full voting rights.
  - ii) Proxies shall not be permitted.
  - iii) Each voting delegate shall be allowed one vote for each proposal, all votes being weighted equally.
  - iv) The members of the National Executive Council shall be represented only through their respective Chapters, and shall have no individual voting rights.
  - v) The Chair of the Convention has no voting rights except in the case of a tie. If a tie occurs, the tie-breaking vote shall be cast by the Chair.
- d) Each member of the National Executive Council, each Chapter, and each Prospective Chapter shall present status reports to the Convention.
- e) The Convention shall induct any Prospective Chapters that have met all the requirements for Chapter status and have made prior arrangements to be inducted at the Convention (see Society Bylaw IV, Section 3).
- f) The Convention shall vote on the nominated set of officers for the National Executive Council.
- g) The Convention shall approve adjustments to the national fees as recommended by the National Executive Council. The Convention may choose to levy any or all of the following fees as required:
  - i) The Charter fee shall be paid by each Prospective Chapter prior to its induction.
  - ii) The Chapter annual fee shall be due on the date specified by the Convention.
  - iii) The national initiation fee shall be a one-time fee paid by each initiate upon induction.
- h) The Convention may amend the Constitution and Bylaws of the Society.
- i) The Convention may suspend the Society Bylaws for a specified purpose by at least a three-fourths majority vote.
- j) Any member of the Society shall be granted the privilege of the floor at the Convention.

**SECTION 3. NATIONAL EXECUTIVE COUNCIL.**

- a) The National Executive Council shall be composed of six persons who are members of the Society: a President, a Vice-President, a Secretary, a Treasurer, a Society Administrator, and a Webmaster. They shall serve for a period of one year, or until their successors are chosen. The members of the National Executive Council (hereafter referred to as “the Council”) shall be elected by the Convention.
- b) Nominations shall be made to the Council four weeks prior to the Convention. Nominees shall supply the Council with a résumé, personal statement, and completed nomination form, including the signatures of at least two Society members endorsing the candidate.

- c) The Council shall distribute to the Chapters the information concerning each nominee at least two weeks prior to the Convention.
- d) Nominations may also be taken from the floor of the Convention, provided that two Society members endorse the candidate for office.
- e) Voting shall be conducted office-by-office, starting with President, to permit defeated candidates to be nominated for lower positions.
- f) Each candidate shall be permitted to briefly address the Convention. All candidates shall receive equal time for their statements.
- g) The Convention shall vote on all the nominees for each Council office. If a nominee receives a majority of the vote, that nominee shall be elected. Otherwise, the two nominees receiving the most votes for each office shall be voted on in a second election. The nominee receiving the majority of the vote in the second election shall be elected.
- h) The members of the Council shall take office four weeks after the election.
- i) If a vacancy occurs on the Council subsequent to election, the remaining members of the Council shall appoint a qualified member of the Society to fill the vacancy. The appointed officer shall serve the remainder of the original term. In instances where insufficient numbers of candidates exist to fill all Council offices, the Council shall also use this method to appoint any remaining Council offices as soon as suitable candidates may be found.

#### **SECTION 4. COUNCIL RESPONSIBILITIES.**

- a) The Council shall assume leadership of the Society. It shall study, or appoint committees for studying, such subjects as from time to time seem desirable. The Council may prepare legislation, amendments, proposals for change, etc., for consideration by the Chapters, by the Convention, or both.
- b) The National Executive Council shall conduct the ratification balloting of the Chapters for the adoption of amendments to the Constitution and Bylaws of the Society (see Article IX).
- c) The Council shall report to the Convention in accordance with Society Bylaw II, Section 3.
- d) The Council shall recommend an agenda for the annual Convention (see Society Bylaw I, Section 2).
- e) The Council shall have responsibility for all publications of the National Organization.

#### **SECTION 5. COUNCIL OFFICERS.**

- a) The President of the Council shall preside over the Council and the Convention, and shall see that all officers perform their duties in accordance with the Constitution and Bylaws of the Society. The President shall also maintain regular contact with members of the President's Council (see Article IV).
- b) The Vice-President shall assist the President in Society affairs. In the event that the President is unable to attend or is absent, the Vice-President shall perform the duties of the President. The Vice-President shall also serve as the head of the nationalization effort as well as perform duties relating to public relations.
- c) The Treasurer shall keep the financial records of the National Organization, receive and disburse money as authorized by the Council, act as an auditor of Chapter finances, and make an annual report

to the Convention. The Treasurer shall also create a budget for the forthcoming year, perform tax bookkeeping and filing duties, and supervise and report on the Fundraising Chair's activities.

- d) The Secretary shall generate formal minutes at meetings in accordance with regulations posted by governing authorities, act as a liaison for the regional representatives to report to the Council, and preserve and sustain formal reporting to governing authorities.
- e) The Society Administrator shall have responsibility for all Council responsibilities occurring at national headquarters, and must be a member of the headquarters Chapter. The Society Administrator shall keep all of the official documents of the Society, maintain Society membership records, procure supplies for Chapter initiations, make deposits on behalf of the Treasurer, and act as an auditor of the National Organization's finances.
- f) The Webmaster shall be responsible for posting all content developed by the national executive board and the chapters onto the national website. Website content is subject to approval by the executive board and that each chapter is invited to provide feedback to the executive board on a monthly basis prior to the executive board meetings.

#### *ARTICLE IV - PRESIDENT'S COUNCIL AND NATIONAL ADVISOR.*

##### **SECTION 1. PRESIDENT'S COUNCIL.**

- a) The President's Council shall serve as an advisory council to the National Executive Council and to the Society as a whole.
- b) The President's Council shall consist of the President of the National Executive Council, the President of each Chapter, the National Advisor, and any member which the National Executive Council sees as necessary for the benefit of the Society.

##### **SECTION 2. ORGANIZATION AND RESPONSIBILITIES.**

- a) The National Advisor is the primary advisor to the National Executive Council and the Society as a whole.
  - i) The National Advisor is to be chosen from the Faculty Advisors of the existing Chapters (see Article VI, Section 3) and appointed by the National Executive Council to a term equal to that of the Council.
  - ii) The National Advisor shall serve without vote on the Council.
- b) The functions of the President's Council are:
  - i) to provide feedback on the proposals of the National Executive Council before such proposals are put to a vote by the Chapters,
  - ii) to draw the National Executive Council's attention to problems requiring attention on a national level,
  - iii) and to provide a forum for the exchange of ideas on improving operations, increasing member involvement, or other issues at the Chapter level.

**ARTICLE V - ESTABLISHMENT OF CHAPTERS.**

**SECTION 1. PETITION TO ESTABLISH A CHAPTER.**

- a) A petition for the establishment of a Chapter may be made by students of any regionally accredited baccalaureate college or university in the United States of America who are eligible under Article VII of this Constitution and Bylaw VI of the Society.
- b) This petition shall be addressed to the Vice-President of the National Executive Council.
- c) The petition shall be made in accordance with the requirements of Society Bylaw IV, Section 2.

**SECTION 2. REVIEW OF PETITION.**

The National Executive Council shall review the petition and determine if the institution is qualified for Prospective Chapter status.

- a) If the Council determines that the institution and the petitioners are qualified according to the Constitution and Bylaws of the Society, Prospective Chapter status shall be granted.
- b) If the Council determines that the institution or the petitioners are is not qualified, the petitioners shall be so advised and reasons therefore given to them. The action shall be reported at the next Convention.
- c) If the Council is unable to make a determination based on the petition, i.e., the petition is unclear or incomplete, the individuals submitting the petition should be advised of the deficiencies and permitted to submit a new petition before a final decision is reached.
- d) Copies of all petitions shall be filed with the Society Administrator.

**SECTION 3. INSTALLATION OF A PROVISIONAL CHAPTER.**

- a) After a Prospective Chapter has met the requirements set forth in Society Bylaw IV, Section 3, the Society Administrator shall procure the following documents and regalia, as well as any other initiation supplies required according to the ritual of the Society:
  - i) an official copy of the Chapter's Charter,
  - ii) a roll book and financial books,
  - iii) a copy of the Constitution and Bylaws of the Society,
  - iv) five copies of the Society rituals,
  - v) an official Society flag bearing the institution's name,
  - vi) and a membership certificate for each new initiate.
- b) Petitioners may choose to be initiated at the Convention or at their institution. If the initiation is to be held at their institution, it shall be conducted either by officers of the National Executive Council, or by officers or members of an existing nearby Chapter.
- c) The Society members conducting the initiation shall present the official documents and regalia to the Chapter President following the ceremony.

## ARTICLE VI - CHAPTERS.

### **SECTION 1. CHAPTER MEMBERSHIP.**

- a) The membership of any Chapter shall consist of all undergraduate and graduate members and active alumni.
- b) It shall be the duty of every member to assure that each officer of the Chapter conscientiously performs the duties of his or her office for the benefit of the entire Chapter.

### **SECTION 2. CONTROL.**

Each Chapter shall have full control of its individual affairs, subject to this Constitution and the Bylaws of the Society.

- a) The Chapter shall be governed by its Executive Council, who shall, along with the Chapter's membership, have control in all matters and affairs pertaining to the Chapter.
- b) All Chapter records are subject to review at any time by the National Executive Council.
- c) A Chapter shall enact Chapter Bylaws for its own guidance.
  - i) Chapter Bylaws shall serve to clarify and refine this Constitution and the Society Bylaws with respect to the operations of a particular Chapter, for example, in membership criteria or requirements.
  - ii) Chapter Bylaws shall not conflict with the Constitution or Bylaws of the Society. The authority over such issues shall reside in the National Executive Council.
  - iii) Chapter Bylaws shall be suspended only by a three-fourths majority vote of the active membership.

### **SECTION 3. EXECUTIVE COUNCIL.**

- a) The Chapter's Executive Council shall consist of the officers and Faculty Advisors of the Chapter.
  - i) The officers of each Chapter shall be a President, a Vice-President, a Treasurer, and a Secretary, who shall be active members of the Chapter as described in Society Bylaw VII. All duties of these officers shall be those usually performed by persons holding such offices, and as Society Bylaw V and the Chapter Bylaws prescribe.
  - ii) Chapters may define additional elected positions in their Chapter Bylaws.
  - iii) The Faculty Advisor shall be associated with the Cooperative Education Program. The Faculty Advisor shall serve without vote on the Executive Council.
- b) As general responsibilities and duties the Executive Council shall:
  - i) have the power to act for the Chapter between regularly scheduled meetings,
  - ii) be responsible to the Chapter's membership for all actions taken but cannot modify any action taken by the membership as a whole,
  - iii) act as an advisory committee to determine the advisability of any actions taken or proposed by the Chapter,

- iv) safeguard the official documents of the Chapter,
- v) maintain the Chapter's official records,
- vi) remit to the Society Administrator all national initiation fees, membership data, and requests for membership certificates for new initiates,
- vii) and perform such additional duties as may be prescribed in the Society Bylaws or in its Chapter Bylaws.

#### **SECTION 4. COMMITTEES.**

Each Chapter may establish committees as it desires to meet the needs of the Chapter.

#### **SECTION 5. MEETINGS.**

Each Chapter shall hold at least two business meetings each term.

#### **SECTION 6. VOTING.**

- a) Unless stipulated otherwise, a simple majority vote shall be needed to pass any motion.
- b) A member of a Chapter shall not be allowed to vote by proxy.
- c) Members off-campus on Cooperative Education assignments shall be permitted to vote by mail.

#### **SECTION 7. QUORUM.**

- a) A quorum for the consideration of routine business, including officer elections, shall be a majority of the Chapter's active membership at school as described in Society Bylaw VII.
- b) A quorum shall be three-fourths of the active membership at school for the following:
  - i) changing the initiation fee or Chapter dues,
  - ii) passing an assessment on the members of the Chapter,
  - iii) amending the Chapter's Bylaws,
  - iv) and approving a proposed amendment to the Constitution and Bylaws of the Society.

#### **SECTION 8. HONORARY CHAPTER MEMBERS.**

- a) A Chapter may elect an individual as an honorary Chapter member according to the Chapter's Bylaws.
- b) Honorary Chapter members do not have Society membership status.

### **ARTICLE VII - SELECTION AND INITIATION OF MEMBERS.**

#### **SECTION 1. FREQUENCY.**

- a) The selection procedure shall be done at least once each academic term, with summer terms optional.

- b) If at least one initiate is chosen, at least one initiation ceremony shall follow the selection process before the end of the term. The initiation ceremony shall be held prior to Chapter officer elections if elections are to be held during the term.

## **SECTION 2. APPROVAL PROCEDURES.**

The National Executive Council shall approve each Chapter's selection process.

## **SECTION 3. ELIGIBILITY.**

- a) A selectee for membership must either:
  - i) be an undergraduate student in the Cooperative Education Program of his or her institution, have completed at least twenty-five percent of the requirements towards his or her degree, and be scholastically ranked in the top fifth of his or her class as defined by the Chapter's Bylaws,
  - ii) or be a graduate student in the Cooperative Education Program of his or her institution and be scholastically ranked in the top fifth of his or her class as defined by the Chapter's Bylaws.
- b) Neither race, sex, creed, nor membership in any other organization shall be used as criteria for membership.
- c) All eligible non-members shall be considered for selection each term.

## **SECTION 4. INITIATION.**

- a) All candidates for membership shall be initiated in accordance with the initiation ritual of the Society.
- b) The Chapter officers or a group of members designated by the National Executive Council shall perform the initiation.
- c) If an ineligible person is initiated in error:
  - i) The National Executive Council may cancel the membership and recall the certificate and all other official insignia of that person upon the recommendation of the majority of the active members of the Chapter.
  - ii) The National Executive Council shall report to the next Convention its action and reasons therefore in such cases.
  - iii) A member may appeal the decision to the National Executive Council at the next regular Convention of the Society. The action of the Convention shall be final.

## **SECTION 5. RESIGNATION.**

A member shall be allowed to resign from the Kappa Theta Epsilon Society provided that all insignia of the Society are forfeited. No refund shall be made.

# **ARTICLE IX - AMENDMENTS.**

## **SECTION 1. PROPOSALS.**

Amendments to the Constitution and Bylaws may be proposed:

- a) at the Convention by any Chapter or by the National Executive Council,
- b) or outside the Convention by a National Executive Council announcement to all Chapters of the Society.

**SECTION 2. ADOPTION.**

Any amendment shall be adopted by:

- a) the approval of at least a three-fourths majority vote of the Convention,
- b) and the ratification by at least three-fourths of the Chapters. Ratification by Chapters shall be defined as a three-fourths majority vote of the Chapter's active membership at school.

**SECTION 3. TIME LIMIT ON CHAPTER VOTE.**

Any Chapter which fails to return its amendment ballot to the National Executive Council within four weeks of the mailing shall forfeit its vote.

**SECTION 4. REPORT.**

The Secretary shall report ratified amendments to the Constitution and Bylaws of the Society to each Chapter. The amendments shall then become the law of the Society.

**ARTICLE X - ENACTMENT.**

This Constitution was proposed by the National Executive Council, the advisement of the Convention of 1990, and Alpha Chapter, and was enacted on February 14, 1990, by ratification of Alpha Chapter, and became the law of the Society.

Revisions were proposed by the National Executive Council, the advisement of the Convention of 1997, and Alpha Chapter, and the revised document was enacted on November 5, 1997 by ratification of Alpha, Beta, Gamma, Epsilon, Eta, Theta, Lambda, Mu, and Xi Chapters, and became the law of the Society.

# THE BYLAWS OF THE KAPPA THETA EPSILON SOCIETY

## BYLAW I - THE CONVENTION.

### **SECTION 1. SCHEDULING.**

- a) Each Convention shall determine the time and place of the next Convention. All Chapters shall be notified of the scheduled date at least six months prior to its meeting.
- b) The Convention time and place shall be changed only by receipt of a written petition to the Council from a majority of the Chapters at least six weeks prior to the Convention. Notice of a rescheduled Convention shall be sent to each Chapter not less than four weeks prior to the new Convention date.
- c) The Convention may be suspended by the written consent of two-thirds of the Chapters. Notice of suspension shall be sent not less than four weeks prior to the Convention date.

### **SECTION 2. ORDER OF BUSINESS.**

- a) The Convention, being duly assembled in accordance with the Constitution, shall be called to order by the Chair of the Convention.
- b) The Secretary of the Convention shall examine the credentials of the delegates, and shall certify that the number of Chapters properly represented constitutes a quorum.
- c) The first order of business shall be the reading of the President's report of the activities of the National Executive Council and reports by other officers of the Council.
- d) Each Chapter shall submit a written financial and progress report. A brief oral presentation shall be given as well (see Society Bylaw 5, Section 1).
- e) Any Prospective Chapters that have met all of the requirements and made all of the necessary arrangements for initiation shall be inducted into the Society following the reports of the Chapters (see Society Bylaw IV, Section 3).
- f) The inductions shall be followed by the Council President's recommendation of an order of business for the Convention, after which the Convention shall adopt an order of business.

### **SECTION 3. ACTIONS OF THE SECRETARY OF THE CONVENTION.**

- a) The Secretary of the Convention shall take full and complete minutes of the actions of the Convention.
- b) The Secretary of the Convention shall, upon request by the proposing Chapter, promptly transmit the Convention proposals to the delegates in the form received from the proposing Chapter.
- c) Within four weeks of the conclusion of the Convention, the Secretary of the Convention shall prepare official copies of the minutes and distribute them to all officers of the National Executive Council and to all Chapters.
- d) A copy of the minutes shall be signed by the Chair of the Convention and the Secretary of the Convention and submitted to the Society Administrator for safekeeping as part of the Society's collection of official documents.

#### **SECTION 4. RULES OF ORDER.**

Meetings of the Convention shall be conducted in accordance with Robert's Rules of Order Revised, subject to the provisions of the Constitution and Bylaws of the Society.

#### **BYLAW II - THE NATIONAL EXECUTIVE COUNCIL.**

##### **SECTION 1. MEETINGS.**

The National Executive Council shall maintain regular correspondence among its members to discuss the issues concerning the National Organization. The Secretary of the Council shall keep accurate minutes of the Council's business, which shall be approved by the President before they become the official record of the Council.

##### **SECTION 2. CHAPTER ACTIONS ON COMMUNICATIONS.**

Council proposals requiring approval by the Chapters shall be acted upon by the Chapters within six weeks from the time of mailing. Should any Chapter fail to report its action, or vote, on such a proposal within six weeks of the time of mailing, it shall forfeit its vote.

##### **SECTION 3. REPORT TO CONVENTION.**

Each member of the Council shall provide a report to the Convention on the following topics:

- a) a statement of the general condition of the Society, to be given by the President,
- b) all recommendations which it deems to be good for the Society, to be given by the President,
- c) information concerning all new and existing Prospective Chapters, to be given by the Vice-President,
- d) the transactions of the Council since the last Convention, to be given by the Secretary,
- e) a statement of the financial condition of the National Organization, as well as any recommendations for adjustments to national fees, to be given by the Treasurer,
- f) all subjects brought to its attention by any Chapter, as well as all subjects referred to the Council for study or action by the Convention, to be given by the Secretary,
- g) and information on the number of Society members, to be given by the Society Administrator.

#### **BYLAW III - SECRETARY, TREASURER AND SOCIETY ADMINISTRATOR.**

##### **SECTION 1. FINANCIAL STATEMENTS.**

The Treasurer shall:

- a) provide to each National Executive Council member semi-annual financial statements for the National Organization,
- b) and provide to the Treasurer of each Chapter semi-annual financial statements showing any balances owed the National Organization by the Chapter, or balances owed the Chapter by the National Organization.

## **SECTION 2. CONVENTION ACTIONS.**

The Secretary shall levy the Convention assessments among the Chapters as soon as possible after the Convention.

## **SECTION 3. OTHER DUTIES.**

The Treasurer and Society Administrator shall appoint the official suppliers of Society items. They may choose to sell the items to the Chapters and members of the Society through the National Organization or make the necessary arrangements for Chapters and members to purchase the items directly.

## **SECTION 4. PROCESS FOR RECEIPTS.**

The process for the receipt of funds from the Chapters into the National Organization's account shall be as follows:

- a) The Chapter shall submit all checks for deposit to the Society Administrator, along with a description of the nature of the receipt.
- b) The Chapter shall, at the same time, submit a description of the nature of the receipt, including the total amount received, to the Treasurer.
- c) The Society Administrator shall make all deposits into the National Organization's account.
- d) Upon verification of the deposit with the Society Administrator, the Treasurer shall issue a receipt to the Chapter for the funds deposited.

## **SECTION 5. PROCESS FOR DISBURSEMENTS.**

- a) Any Chapter or individual requesting reimbursement for expenses which are under \$30 and occur as part of the day-to-day business of the National Organization must submit all documentation to the Treasurer. The Treasurer has direct authority to issue reimbursement without Council approval in these cases, provided that the expenses were justified and that all documentation is accurate and complete.
- b) Travel and lodging expenses for up to five Society members involved in the induction of a new Chapter are reimbursable by the National Organization, as are all expenses incurred by the Society Administrator in procuring the required initiation materials for the Chapter. The Treasurer has direct authority to issue reimbursement without Council approval in these cases, provided that the expenses were justified and that all documentation is accurate and complete.
- c) Any Chapter requesting National Organization funds for a specific purpose must submit a written proposal justifying the amount requested and the reason for the request to the Treasurer.
  - i) The Treasurer shall bring the proposal to a vote before the National Executive Council.
  - ii) If approved by majority vote of the Council, the Treasurer shall issue a check for the requested amount to the Chapter.
  - iii) Following the event, the Chapter must submit a brief summary of the event along with all event expense documentation to the Treasurer. Any unused funds must be returned to the National Organization.

## **SECTION 6. INTERNAL AUDITING.**

- a) The financial records of the Treasurer are subject to audit at any time by the Society Administrator.
  - i) The Society Administrator shall receive all statements issued by the financial institution where the National Organization's account resides.
  - ii) The Society Administrator shall check the statement against his or her records and make a copy for his or her files before submitting the statement to the Treasurer.
- b) The Treasurer shall have the authority and responsibility to audit the finances of any Chapter whose financial irregularities have been brought to the attention of the Council.

## **SECTION 7. FUNDRAISING CHAIR.**

- a) The fundraising chair shall be elected at the National Convention and be under the supervision of the office of the Treasurer.
- b) The fundraising chair will investigate and pursue sources of funding available to the National Organization.

## **BYLAW IV - ESTABLISHMENT OF CHAPTERS.**

### **SECTION 1. INITIAL CONTACT.**

Upon request from any group of individuals wishing to form a Chapter, the Vice-President of the National Executive Council shall furnish the following documents:

- a) an informational brochure describing the role of the Society,
- b) a description of the process for forming a Chapter,
- c) a listing of the fees associated with Chapter formation and individual membership,
- d) a copy of the Society's Constitution and Bylaws,
- e) and a copy of the Bylaws of an existing Chapter.

### **SECTION 2. PETITION TO FORM A CHAPTER.**

- a) Students of an institution should not be encouraged to petition for establishment of a Chapter if:
  - i) The institute confers less than forty Cooperative Education Certificates per year.
  - ii) The number of certificates awarded is decreasing toward the above minimum.
- b) The Petition to Form a Chapter (hereafter referred to as the "Petition") shall be written in accordance with the following guidelines. The Petition shall:
  - i) set forth the desires of the petitioners,
  - ii) pledge the petitioners' willingness to subscribe to and obey the Constitution and Bylaws of the Society,

- iii) include a statement of approval for the establishment of a Chapter by the appropriate authorities of the institution,
  - iv) contain a statement certified by authorities that each of the petitioners meets the eligibility requirements,
  - v) give the number of Cooperative Education students in each of the curriculums in the Cooperative Education Program,
  - vi) and provide a listing of all staff in the Cooperative Education Department of their institution.
- c) A copy of the Petition, along with copies of the institution's recruitment brochure and Cooperative Education brochure, shall be sent to the Vice-President of the National Executive Council.

### **SECTION 3. REQUIREMENTS.**

A Prospective Chapter must meet the following requirements before becoming a Chapter:

- a) The Prospective Chapter must have elected appropriate officers for a Kappa Theta Epsilon Chapter (see Society Bylaw V, Section 3).
- b) The Prospective Chapter must have a Faculty Advisor and documentation showing that the Advisor's supervisor approves of this additional responsibility.
- c) The Prospective Chapter must have enacted a set of Bylaws appropriate for a Kappa Theta Epsilon Chapter.
- d) The Prospective Chapter shall have held, or have scheduled to hold, at least two regular business meetings per term.
- e) The Prospective Chapter shall have paid the Charter fee to the National Organization.
- f) All individuals within the Prospective Chapter shall have paid the national initiation fee.

### **BYLAW V - CHAPTERS.**

#### **SECTION 1. GOOD STANDING STATUS.**

Chapters shall meet the following requirements to remain in good standing:

- a) Each Chapter shall uphold the Constitution and Bylaws of the Society as well as its own Chapter Bylaws.
- b) Each Chapter shall submit a semiannual Progress and Financial Report to the Secretary, due on the date of the Convention and December 10 of each year. Included in the report shall be the following:
  - i) The number of new initiates.
  - ii) Current names and contact information for both the Chapter's Executive Council and Faculty Advisor.
  - iii) A summary of Chapter activities since the last report.
  - iv) A statement of Chapter finances.

- c) Each Chapter shall maintain regular contact with and actively participate in the National Organization.
- d) Each Chapter shall respond to communications from the National Executive Council in a timely manner.
- e) Each Chapter shall submit the membership information and national initiation fees for new initiates to the National Executive Council following each induction ceremony according to Society Bylaw 6, Section 6.
- f) Each Chapter shall send at least one delegate to the annual Convention. In the event that a Chapter cannot send a delegate to the Convention, the Chapter shall seek special dispensation from the National Executive Council.

## **SECTION 2. PENALTIES.**

If, in the opinion of the National Executive Council, a Chapter has failed to meet the requirements for good standing status, the following levels of punishment may be taken against the Chapter. Any disciplinary actions taken by the Council must be reported at the next Convention.

- a) A reprimand shall be issued by the National Executive Council for minor infractions or first offenses. The issuance of a reprimand requires a three-fourths majority vote of the Council.
  - i) The Council shall send a formal letter to the Chapter notifying them of the reprimand and stating the reasons for the action. The Chapter shall respond with a letter stating that the Chapter's membership has been advised of the infraction and resulting reprimand.
  - ii) A probationary period of one year shall begin on the date of the vote to reprimand, during which the Chapter is expected to uphold all of the requirements for good standing status.
  - iii) The reprimanded Chapter may appeal the reprimand by submitting a letter to the Secretary explaining the reasons for the infraction. If the Council accepts the appeal by a majority vote, the probationary period shall be waived.
- b) Censure shall be imposed on the Chapter by the National Executive Council in instances of major infractions or offenses occurring during the probationary period following a reprimand. Censure of a Chapter requires a unanimous vote of the Council.
  - i) The Council shall send a formal letter to the Chapter notifying them of the censure and stating the reasons for the action.
  - ii) A probationary period of one year shall begin on the date of the vote to censure, during which the Chapter is expected to uphold all of the requirements for good standing status. The Chapter shall have no voting rights at the Convention held during this period.
  - iii) The censured Chapter shall compose a statement reaffirming their commitment to the Society. This statement shall be signed by the Chapter's Executive Council and at least four at-large members before submission to the Secretary.
  - iv) The censured Chapter may appeal the censure by submitting a letter to the Secretary explaining the reasons for the infraction. If the Council accepts the appeal by a majority vote, the punishment may either be waived or reduced to a reprimand.

- c) The National Executive Council may, by unanimous vote, recommend to the Convention the revocation of a Chapter's Charter. This final step is reserved for repeated offenses occurring during the probationary period following censure. The procedure is as follows:
  - i) The President of the National Executive Council shall present to the Convention all charges against the Chapter.
  - ii) The Chapter's delegates shall then be given the floor for rebuttal.
  - iii) The decision to revoke a Chapter's Charter shall require the same approval process as the adoption of an amendment to the Constitution and Bylaws as stated in Article IX, Section 2. The Convention vote shall be conducted by secret ballot. The Chapter in question shall have absolutely no voting rights on the issue and shall be excluded from all three-fourths majority calculations.
  - iv) A Chapter whose Charter has been revoked must return all Chapter regalia, documents, and initiation materials to the National Organization, although its present and alumni membership shall retain Society member status.
  - v) The Chapter may petition for reinstatement after four years following the procedure outlined in Society Bylaw IV.

### **SECTION 3. DUTIES OF OFFICERS.**

- a) The President shall:
  - i) be the responsible agent and the leader of the Chapter,
  - ii) schedule meetings of the Executive Council of the Chapter,
  - iii) and preside at the meetings of the Executive Council and Chapter membership.
- b) The Vice-President shall perform the duties of the President in the case of the President's absence or inability to act.
- c) The Treasurer shall:
  - i) maintain the financial records of the Chapter, and prepare necessary financial reports of the Chapter,
  - ii) receive and disburse the funds of the Chapter,
  - iii) and remit to the National Organization the national initiation fee and membership information for each initiate within ten days after the Chapter initiation.
- d) The Secretary shall:
  - i) keep the records of the Chapter and the minutes of the meetings of the Chapter, complete and up-to-date,
  - ii) prepare and submit the semiannual reports as prescribed in Bylaw V, Section 1,
  - iii) within two weeks of their adoption or amendment, furnish to the Society Administrator a copy of the Chapter's Bylaws, amended to date, with the written approval of the Chapter's Executive Council,

- iv) at least four weeks prior to the Convention, notify the Secretary of the National Executive Council the number of delegates the Chapter plans to send to the Convention,
- v) and carry on such other correspondence of the Chapter as may be directed by the President or the Chapter Bylaws.

#### **SECTION 4. ELECTION OF OFFICERS.**

- a) There shall be an election of Chapter officers in the spring of each year.
- b) Sufficient time should be allowed between elections and the end of the school year to permit a smooth transition between officers.

#### **SECTION 5. RECORDS.**

- a) The records of a Chapter shall include the following:
  - i) the official roll, minutes, and financial books,
  - ii) the files of the Secretary,
  - iii) copies of all Chapter correspondence,
  - iv) the complete file of the Society publications,
  - v) the lists of all active, inactive, and alumni members,
  - vi) and an itemized list of the property of the Chapter pertaining to the initiation ceremony with a note as to the storage location.
- b) The retiring officers shall turn over the records to their successors and records shall be up to date in all regards. It shall be the first duty of all incoming officers to familiarize themselves with these records and see that they are in good order and up to date.

#### **SECTION 6. CHAPTER FINANCES.**

- a) Except when the rules of the institution require that the Treasurer of a Chapter keep its financial accounts in a specified way and form, the official bookkeeping system of the Society on standard forms furnished by the Society Administrator shall be used and followed.
- b) The expenses of the Chapter shall be borne by the initiation fees, by dues to be paid each term, by fundraising activities, and, for special events, by funds requested from the National Organization.
- c) Each Chapter shall decide on the amount of its initiation fee (which shall include the stated amount of the national initiation fee) and on its dues per term.
- d) Before the end of each school year, the budget of the estimated expenses for the next school year shall be prepared by the new Chapter officers.
- e) This estimated budget shall be approved by the active membership at the first meeting of the next school year.

## **SECTION 7. MEETINGS.**

Meetings of the Chapter shall be conducted in accordance with Robert's Rules of Order, Revised, subject to the provisions of the Constitution and Bylaws of the Society and Chapter Bylaws.

## **SECTION 8. CONVENTION DELEGATE.**

- a) At one of the regular meetings prior to the Convention, the Chapter's Convention delegate and an alternate shall be elected by the active members of the Chapter.
- b) On the delegate's return from the Convention, it shall be the delegate's duty to present a written and oral report to the Chapter at its next regular meeting on the following:
  - i) the business transacted by the Convention,
  - ii) the impressions of the Convention and the delegates,
  - iii) and suggestions for the improvement of the Chapter and the Cooperative Education Program at the institution.

## ***BYLAW VI - SELECTION AND INITIATION OF NEW MEMBERS.***

### **SECTION 1. VERIFICATION OF ELIGIBILITY.**

- a) The Chapter shall obtain from the proper officer of the institution the names and records of all students eligible for selection.
- b) In determining one fifth of a class, every fractional number shall be considered the next highest integer.
- c) If the lower limit of the top fifth of a class falls within a group of students who have the same grade point average, the whole group shall be considered eligible for selection.
- d) The cases of students whose eligibility is in doubt because of irregular standards shall be referred to the Chapter's Executive Council or to the National Executive Council for the determination of eligibility.
- e) A Chapter may decide to have a higher academic standard than that prescribed by the Constitution of the Society.

### **SECTION 2. CONSTITUTION AND BYLAWS.**

Each selectee shall be required to read the Constitution and Bylaws of the Kappa Theta Epsilon Society before being initiated.

### **SECTION 3. SELECTEE DUTIES.**

While duties for the selectees are permissible, these duties shall:

- a) be limited to tasks and duties that are a test of a selectee's intellectuality and mentality rather than physical strength and endurance,
- b) not consume an inordinate amount of time to the possible detriment of required school work,

c) and be carefully considered and not be prohibitory to the Chapter nor the selectee.

**SECTION 4. INITIATION FEE.**

- a) A selectee shall not be initiated without paying the initiation fee in full to the Chapter's Treasurer. In special cases this provision may be waived, with the approval of the Chapter's Executive Council, for a selectee who has signed a promissory note covering the initiation fees and any other indebtedness to the Society.
- b) The Chapter shall be financially responsible to the National Organization for the collection and payment of national initiation fees.

**SECTION 5. ROLL BOOK.**

Initiates shall sign their names in the roll book of the Chapter as a part of the initiation ceremony. Each sheet of the roll book shall have as a caption the pledge to support the Constitution, Bylaws, and ideals of the Society, along with the printed name of each initiate. Each new member shall be assigned a roll number unique to that person.

**SECTION 6. RECORDS AND REPORTS.**

A list of the selectees who have accepted membership, giving their complete membership data and initiation date, shall be sent to the Society Administrator to arrive no later than two weeks after the date of initiation. Certificates of membership for the selectees shall be printed and sent to the Chapter by the National Organization upon receipt of the required information and fees for each initiate.

**BYLAW VII - MEMBERSHIP STATUS.**

**SECTION 1. ACTIVE STATUS.**

An active member shall:

- a) be an active member of the Cooperative Education Program, or be a member who has completed the Cooperative Education Program,
- b) and meet any other criteria established by the Chapter's Cooperative Education Program and the Chapter's Bylaws.

**SECTION 2. WITHDRAWAL.**

An active member shall become inactive upon withdrawal from the Cooperative Education Program. On returning to the Cooperative Education Program, the member shall immediately become active.