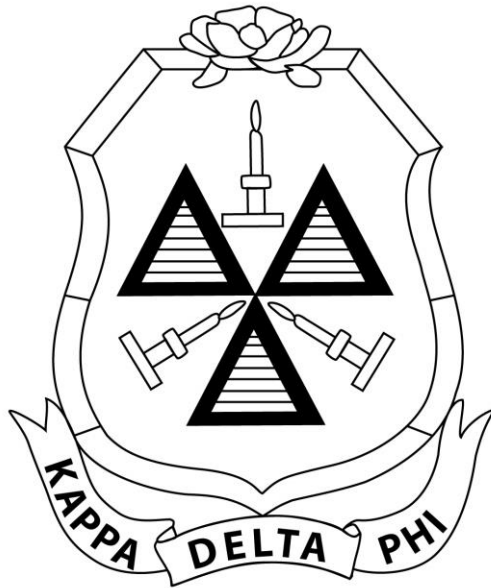


Welcome to Kappa Delta Phi



This information packet has been designed to help answer any questions you might have about our organization.

Information for the Pledge – pp. 1-5

Information for the Initiate – pp. 6-11

Kappa Delta Phi has been an important part of many of our lives; it is our hope it will become one for you too.

PLEDGE INFORMATION

FOUNDING

A group of 36 women in Louisville, Kentucky, led by Nan T. McCue (Sister Mary Celeste), reflected upon the idea of organizing a sorority to combine their social life with civic work.

A charter was granted on October 30, 1925, with incorporation papers filed in Louisville, Kentucky. Founder's Day is recognized on November 4th each year in honor of the date this group of women adopted the name of our first chapter, Alpha Alpha. Although no longer active, Alpha Alpha was granted Honorary status and remains part of our history.

EXPANSION HISTORY

The first step toward expansion was to organize chapters in Ohio (Hamilton and Miamisburg) and in Indiana (Lafayette and New Castle). Expansion continued in Ohio and Indiana until our 12th chapter was installed in Illinois. The letters of the Greek alphabet are used in naming chapters. The first letter indicates the state, the second the individual chapter. In states where all letters of the alphabet have been exhausted, an additional letter is used to identify the chapter (ex: Gamma Alpha Alpha).

Greek Alphabet:

Alpha – A	Eta - H	Nu - N	Tau - T
Beta - B	Theta - Θ	Xi - Ξ	Upsilon - Y
Gamma - Γ	Iota - I	Omicron - O	Phi - Φ
Delta - Δ	Kappa - K	Pi - Π	Chi - X
Epsilon - E	Lambda - Λ	Rho - P	Psi - Ψ
Zeta - Z	Mu - M	Sigma - Σ	Omega - Ω

Today there are ____ active chapters. The states in which Kappa Delta Phi Sorority is represented and the Greek designations are:

Arizona – Mu	Iowa – Omicron
California – Eta	Kentucky – Alpha
Florida – Kappa	Missouri - Zeta
Indiana – Gamma and Psi	

FUNDAMENTALS

The eight Objects of our sorority are:

- To teach Sisterly love
- Loyalty to God, to Country and to Kappa Delta Phi
- Sublimity of Ideals and Affection
- Intellectual and Cultural Development
- To spread good cheer
- To be a social influence in the community
- To be of civic service in the community
- To honor and perpetuate the glories of American Womanhood

National Flower: Yellow Rose

National Colors: Blue and Gold

National Song: See attached sheet

ELIGIBILITY FOR MEMBERSHIP

Belief in a Supreme Being
Good character
Shall be at least 18 years of age

PLEDGE PERIOD

Duration shall be from one to six months.

MEMBERSHIP APPLICATION FEE

\$10.00 (minimum, determined by Chapter)

MEMBERSHIP TYPES

Active

Honorary

National level; Past National President or any other person deemed worthy by National Council

Associate

- National Associate membership is granted by the National Board of Directors to members of a dissolved chapter.
- Chapter Associate membership may be granted by written request to the Chapter Board of Directors. Upon their recommendation, a vote is taken with 2/3 majority required to approve. Cost of Associate membership is the current National assessment for Welfare, Per Capita Tax, and any other fees prescribed by the Chapter. Associate members may attend meetings if invited, but do not participate in chapter business.

TRANSFER OF MEMBERSHIP

In all cases, transferring membership is restricted to active members; if you are an associate member, you must first request active status within your current chapter.

1. Transfer to an Existing Chapter:

Two possible scenarios are relocation to an area where there is an active chapter; or transferring to another local chapter that is perhaps a better fit because of business meeting date or driving distance. A written request must be sent to the President of the chapter you wish to transfer your active membership to. That chapter will review the request according to their procedures and notify the member of the results. If favorable, each chapter would be responsible for submitting a PCT report to the appropriate national officers to update membership records.

2. Transfer to New Chapter:

An Active member desiring to transfer membership to a new chapter, and wishing to maintain *consecutive* membership, needs to submit a written request to her current Chapter Treasurer that the transfer date become effective the same date as the signing of the new Chapter Charter. If she also wishes to sign the Chapter Charter as a Charter Member, she may do so by the following procedure:

- a. Resign Active membership in her current Chapter on the date of the new Chapter Installation;
- b. Pay all fees required of a Charter Member; and
- c. Participate in ritualistic ceremonies as a new member.

(Note: The transferring member would be listed on the initial Per Capita Tax form of the new chapter, with a notation to the National Recording Secretary indicating the name of her former chapter.)

ASSESSMENTS

You will be assessed semi-annually by your Chapter Treasurer for National Per Capita Tax, Welfare, and any other assessments or dues as prescribed in your chapter's by-laws.

CHAPTER HISTORY

_____ Chapter was installed on _____ in the city of _____.

Current Chapter Officers:

President _____

Vice President _____

Secretary _____

Treasurer _____

Mistress of Ceremonies _____

Monitor _____

Guard _____

Historian _____

Board of Directors:

Chairman _____

Member _____

Member _____

NATIONAL OFFICERS

The following women and their chapter affiliation are currently serving as your national officers:

President _____

Vice President _____

Recording Secretary _____

Corresponding Secretary _____

Treasurer _____

Mistress of Ceremonies _____

Historian _____

Board of Directors:

Chairman (immediate Past President) _____

Judicial Committee:

Chairman (National Vice President) _____

Member _____

Member _____

INITIATE INFORMATION

RITUAL

OATH

“I do hereby solemnly promise and swear (raise right hand) that I will aspire to the high ideals of womanhood as placed before me; that I will always be honest and upright in my dealings with others; that I will lead a clean and honorable life to the glory of God and the welfare of my Sorority; that I will be loyal to God, to my Country, to this Sorority and every member thereof; that I will love my sisters and will never permit others to defame, ill-treat, or slander a Sister Kappa Delta Phi when it is in my power to prevent it; that I will spread good cheer amongst my associates and be ever ready to assist in social and civic work in my community; that I will ever honor and perpetuate the glories of American Womanhood; that I will keep inviolate all secrets of this Sorority and to the best of my ability observe its precepts. All this I promise and swear under the penalty of expulsion from the Sorority. So help me God. Amen.”

FIRES AND MYSTERIES

The Secretary presides at the first shrine known as KALA; it’s meaning is Beautiful Things, Sublimity of Ideals.

The Treasurer presides at the second shrine known as DAIMON; it’s meaning is Strength, to be Loyal to God, to Country and to Kappa Delta Phi.

The Monitor presides at the third shrine known as PHILIA; it’s meaning is Love, for Kappa Delta Phi and Every Member Thereof.

OPENING PRAYER

“Oh God, who has given us the good gift of friendship, keep alive in our hearts the virtues of Kala, Diamon, and Philia. Make our offenses to be forgotten, and our services to be remembered. Be with our absent members; guide and bless them. Amen.”

CLOSING PRAYER

“Oh Almighty God, as we extinguish the earthly symbols of our three great virtues, we beg of you to keep their fires burning within our hears, and to keep our minds illuminated with the precepts of our Sorority. Amen.”

NATIONAL COLORS

Blue, symbolic of Truth
Old Gold, symbolic of Fidelity

NATIONAL FLOWER

Yellow Rose, symbolic of Love

NATIONAL AND REGIONAL GOVERNMENT

NATIONAL OFFICERS

Qualifications:

Active member in good standing; present when nominated at National Council. In addition, President and Vice President shall have been a National Officer and an officer in their own chapter for at least two years; Treasurer shall have knowledge of computer bookkeeping.

Election and Installation:

Election by secret ballot the final day of National Council, 2/3 vote for approval, followed by Installation.

Term of Office:

One year; any National Officer may be elected to a second year but no officer, with the exception of Treasurer, may serve in the same office for more than two consecutive years. The Treasurer, if re-elected, may serve no more than three consecutive years.

Duties:

The National Vice President chairs the Judicial Committee to approve Chapter and Regional By-laws. She is also Chairman of the Expansion Committee.

The National Recording Secretary maintains individual membership records and is responsible for Minutes of National Council.

The National Corresponding Secretary publishes the Monthly Bulletin and is responsible for Minutes of the National Board of Directors.

The National Mistress of Ceremonies distributes supplies to Officers, Regions and Chapters.

The National Historian is responsible for publishing the *Kadelphian*, our National magazine.

Note: Individual chapters can have no more than two National Officers during any one term.

NATIONAL CONVENTION

Any member in good standing may attend National Council meeting and is required to pay a registration fee. The hostess chapter is chosen by vote at National Council.

AMENDMENTS/REVISIONS TO NATIONAL CONSTITUTION AND BY-LAWS

Notice and copies of a proposed amendment/revision to the Constitution and By-laws must be provided to all Chapters 60 days prior to National Council meeting. If 60-day notice has been given, a 2/3 vote of those eligible to vote at National Council, providing a quorum is present, is required for approval. If notice is not given, a unanimous vote is required for passage. Changes are effective 15 days after approval if chapter routine is affected; otherwise, the change is immediate.

BRANCHES OF NATIONAL GOVERNMENT

NATIONAL COUNCIL

Composed of National Officers, Chapter Delegates (Chapter President or her alternate), Past National Presidents in attendance, Elected Member of the Board of Directors, and Regional Directors in attendance (an alternate Regional Officer may represent her region in the Director's absence; or if the Director is voting as a Delegate or Past National President).

The duties and powers of National Council are:

- Amend/revise Constitution and By-laws
- Elect National Officers
- Decide appeals from Judicial Committee action
- Accept bids for National Council Meeting (2 years in advance)
- Take action on recommendations and where necessary, reports
- Adopt National Welfare Projects
- Authorize and approve contracts
- Grant Honorary memberships

EXECUTIVE COMMITTEE

Composed of eight elected National Officers. Their duties shall be as implied by their respective titles in the Constitution and By-laws.

BOARD OF DIRECTORS

Composed of the retiring National President, current National President, National Corresponding Secretary, National Treasurer and one Elected Member.

The duties and powers of the Board of Directors are:

- Make recommendations regarding Per Capita Tax, National Welfare Projects, Fidelity Bond for National Treasurer and KDP Foundation Trustees, amount of insurance for Mistress of Ceremonies supplies, liability insurance, sorority equipment, and National Publication and jewelry contracts.
- Represent the Sorority in legal matters
- Levy special assessments in an emergency
- Act upon resignation of National President
- Grant National Associate memberships
- Grant Emergency Contingency Fund disbursements

JUDICIAL COMMITTEE

Composed of National Vice President (Chair) and two Elected Members.

The duties and powers of the Judicial Committee are:

- Act upon appeals from members of Chapter Grievance Committee decisions.
- Approve Regional and Chapter By-law amendments/revisions, and edit proposed amendments/revisions to the National Constitution and By-laws with consent of sponsor(s).
- Revise, when necessary, "Welcome to Kappa Delta Phi Sorority."

NATIONAL COMMITTEES

Advisory Committee:

Composed of three Past National Presidents appointed by the National President, with approval of the Chairman of the National Board of Directors. Duties are to act in an advisory capacity to the National President and Chairman of the National Board of Directors.

Expansion Committee:

Composed of the National Vice President. Duties are to secure leads and foster interest in organizing new chapters.

Nominating Committee:

Composed of three members appointed by January 1, by the National President. Duties are to receive and present National Officer nominations at National Council meeting.

Resolutions Committee:

Composed of three members registered at National Council meeting, appointed by the National President. Duties are to draft and present for adoption resolutions expressing the appreciation of National Council to those involved with the meeting.

Founder's Day Committee:

Appointed by National President to create a program for chapters to use in observing Founder's Day.

CHARITY

The current National Welfare Project allocates funds yearly to the American Occupational Therapy Foundation to issue scholarship grants to worthy students to complete their education and training.

HONORARY CHAPTER

As previously noted, Alpha Alpha, Louisville, Kentucky, is designated an Honorary Chapter for being the first organized chapter after Kappa Delta Phi's incorporation.

DECEASED MEMBERS

Names of deceased members are entered into the Omega Chapter of Kappa Delta Phi.

REGIONS

Kappa Delta Phi is divided into five regions. The Regional Officers are elected for a one-year term at their respective Regional meetings. The Regional Director presides over the Regional meeting, forwards minutes of the meeting to the National President, acts as liaison officer between Chapters and National Officers, and helps chapters within the Region maintain a good standing in the Sorority.

Each Region has at least one ritualistic meeting per year, opened and closed by a Hostess Chapter. Your Chapter belongs to _____ Region. The Regional Officers are:

Director _____ Sec/Treas _____

Your Regional Meeting is held in the month of _____.

LOCAL CHAPTERS

Know your Chapter Officers. They are elected and installed for a period of one year prior to the start of the May Business meeting.

Chapter Officer duties shall be as implied by their respective titles:

- The President has no power to vote except when the vote is by ballot and when necessary to break a tie. She is an ex-officio member of all Chapter committees.
- The Vice President shall counsel pledges and new members.
- The Secretary records proceedings of all business meetings and forwards copies of the minutes to the National President, Regional Director and absent members immediately after the meeting.
- The Treasurer pays approved expenses and orders all jewelry and supplies. It is her duty to submit PCT forms to the appropriate National Officers when paying National assessments and to report any changes in Chapter membership records.
- The Mistress of Ceremonies sets up the room for meetings and maintains paraphernalia.
- The Historian sends news of chapter activities and photos to the National Historian for publication in the *Kadelphian*.
- The Monitor keeps order during the business meeting.
- The Guard is seated at the entrance to the meeting room and admits members after receiving the handclasp.

Standing Committees:

Civic Affairs	Grievance	Entertainment
Membership	Expansion	Publicity
Finance	Sunshine	

Chapters are required to have one business meeting and one social a month.

A Chapter's Charter can be revoked for willful violation of the National Constitution and By-laws, insubordination, contempt of the National Officers, failure to pay any National indebtedness after 90 days and failure to answer correspondence.

TERMINATION OF MEMBERSHIP

VOLUNTARY

By written request

INVOLUNTARY

Membership may be terminated for:

- Violation of Chapter Constitution and By-laws
- Disregard of good name and divulging secrets of Kappa Delta Phi
- Immoral character
- Circulation of false and/or malicious statements about members of Kappa Delta Phi
- Non-payment of dues and/or assessments after ninety (90) days
- Other reasons prescribed by Chapter By-laws.

Rights:

The accused must be furnished a written copy of the complaint signed by members of the Chapter Board of Directors and given the opportunity for defense. Failure to appear or finding of “guilty” will determine termination of membership. Accused may forward a copy of the complaint and defense to the National Judicial Committee. If findings are not reversed, the accused may request the National Corresponding Secretary include a hearing in the agenda of the National Council Meeting.

MEMBERSHIP REINSTATEMENT

A member who terminated membership voluntarily, may submit a written request for reinstatement to the Chapter Board of Directors for recommendation at the next business meeting. Voting procedure same as for a new member. If vote is favorable, upon payment of reinstatement fee (optional, as prescribed in Chapter By-laws) and any other financial obligations, the member shall be declared an active member, effective the first of the following month when dues are payable.

MEMBERSHIP NOT REINSTATED

A member cannot be reinstated for violation of the National Constitution and By-laws, disregard of the good name of Kappa Delta Phi, immoral character, or for circulating false and/or malicious statements about members of Kappa Delta Phi.

CHARITY

Each chapter is required to spend a minimum of \$25.00 yearly towards a local charity.

PARLIAMENTARY LAW

The laws contained in “Robert’s Rules of Order: Newly Revised” shall govern the Sorority in all cases to which they are applicable, and in which they are not inconsistent with the Constitution and By-laws and other rules of the Sorority.

Business meetings are conducted according to Parliamentary Procedure.