

**The Constitution of  
Kappa Gamma Chi  
Alpha Chapter**

**The Constitution of Kappa Gamma Chi  
as presented to the Gamma Chapter  
by Jane E. Mitchell, President 1904 & 1905**

**I bequeath this night the constitution of Kappa Gamma Chi to the Gamma Chapter at Emerson College of Oratory, from the Alpha Chapter of Ohio Wesleyan University.**

**Rose Sapp  
Alpha Chapter**

**January Thirteenth  
Nineteen Hundred and Two  
January 13, 1902**

Updated and ratified on Sunday, April 1, 2007.

Updated and ratified on Sunday, November 24, 2013.

**Preamble**

We, the duly constituted sisters of Kappa Gamma Chi, in order to establish a true sisterhood, to promote the study of the communicative arts, to instill the principles of love, loyalty, harmony, and trust in our members, to strive toward ideal womanhood, and to attain these ideals by forming and maintaining a professional body in Emerson College, do formulate and establish this constitution for the sorority of Kappa Gamma Chi.

## **Article I - Name, Symbol, and Colors**

Section I. The name of this organization shall be Kappa Gamma Chi ( KΓΧ ).

**Section II. The emblem of Kappa Gamma Chi shall be an owl, said owl signifying wisdom.**

**Section III. The colors of Kappa Gamma Chi shall be emerald green and pearl white, partaking of the colors of the sorority jewels, said colors to represent favorite flowers of said sorority; to wit, lilies-of-the-valley, said flowers signifying purity and sweetness.**

## **Article II - Purpose**

Section I. The purpose of our organization is to foster a sisterhood which promotes the professionalism of women and service to the community.

## **Article III – Membership**

Section I. Membership of Kappa Gamma Chi shall be eligible to any female-identifying individual working towards an undergraduate degree at Emerson College who has successfully completed the new member education process

Section II. New members cannot be initiated into the sorority without the consent of the active sisters and the completion of the new member education process as specified by the Pledge President.

**Section III. Members of said sorority shall be kind and charitable, sisterly in affection and loving in manner.**

Section IV. Members of Kappa Gamma Chi are expected to uphold a GPA of 3.0. In the case that a sister does not meet this requirement, they will meet with the president to develop a study plan.

1. This will be determined based on the good-faith declaration by sisters.

Section V. Sisters are required to meet the Community Service expectations outlined by the Vice President. In the event that they do not meet this requirement, they will meet with the Vice President to determine how they will make up the hours.

Section VI. Sisters must adhere to the Standards of Ethical Conduct, the Anti-Hazing Policy, the Social Media Policy, and the Alcohol and Other Drugs policy as outlined in the Chapter Operations Manual.

Section VII. Sisters are expected to attend sorority functions. Consistent lack of attendance to business meetings, pledge meetings, and other events will result in a meeting with the Executive Board to assess the sisters ability to remain an active member of the sisterhood.

**Section VIII. Sisters in Kappa Gamma Chi may be recognized by the salute, grip, password, tap, and whistle, all of which are given to new members upon initiation.**

**Section IX. The whistle of Kappa Gamma Chi shall be the first eight notes of the Kappa Song written to the tune of “Auld Lang Syne.”**

#### **Article IV – Letters**

Section I. The letters kappa, gamma, and chi are the initial letters of the Greek words for profit, happiness, and virtue, respectively.

Section II. The letters of the sorority are defined as the Greek characters of KΓΧ.

Section III. These letters may only be displayed appropriately. Line letters must have the color green in them.

Section IV. Letters may only be worn by the duly constituted active sisters and alumnae of good standing.

Section V. Letters may only be displayed publicly in a professional and appropriate manner. It is inappropriate to wear letters on the behind, while consuming alcohol, smoking, having sex, or while engaged in illegal activity of any kind.

#### **Article V - Pins and Badges**

**Section I. The badge of Kappa Gamma Chi shall be a white square bearing the initial letters in gold with an emerald directly above and surrounded by twelve pearls in groups of three separated by a pearl emerald at each corner. The guard for this pin shall be a small gold owl with emerald eyes.**

**Section II. The recognition pin of Kappa Gamma Chi shall be a small gold owl bearing the initial letters.** The pin of Kappa Gamma Chi is the linked initial letters in gold or silver.

Section III. There shall be no New Member badge for Kappa Gamma Chi, however new members are given a green scarf that may be worn as they wish throughout the process.

Section IV. The honorary pin for Honorary Sisters of Kappa Gamma Chi shall be the linked initial letters in gold or silver.

#### **Article VI – New Member Education**

Section I. Pledging must occur between the dates specified by the Student Life Office of Emerson College.

Section II. No prospective sister shall be hazed in accordance with the laws of the Commonwealth of Massachusetts, Emerson College, Greek Council, and Kappa Gamma Chi, as outlined in our Chapter Operations Manual.

Section III. No person shall begin the pledge process without the consent of the active sisters. A prospective new member must receive 2/3 majority vote of the sisterhood present at deliberation in order to receive an invitation to pledge.

Section IV. The Pledge President, along with the Assistant Pledge Master and Pledge Mistress, shall preside over the pledge process. New Member Education Team is responsible for communicating the goals of pledge to the active sisters throughout the pledge process.

Section V. New Members must act in accordance with the pledge commandments and represent themselves at all times as professional women and as potential new members of our sisterhood.

1. Failure to do so may result in the New Member being asked to discontinue the New Member Education Process.

## **Article VII - Positions**

Section I. The elected officers shall consist of President, Vice President, Treasurer, Recording Secretary, Corresponding Secretary, Emerald Empowerment Chair, Recruitment Chair, Historian, Marketing Chair, Professionalism Chair, Honoraries Chair, Sergeant at Arms, Sunshine Alumnae Chair, Social Chair, Webmaster, Pledge Master, Assistant Pledge Master, and Pledge Mistress.

Section II. Officers shall be elected for one academic year, the time being from the ERA awards at the end of the previous officer's term to the following ERA awards one calendar year later

1. The Pledge President, Assistant Pledge Master, and Pledge Mistress will be elected before the start of each Pledge term, but not later than one month prior to the beginning of the process over which the newly elected New Member Education Team will preside.

Section III. In the event that an officer's position is vacated, an election will be held to fill that position.

Section IV. Several officer positions are traditionally held by two sisters, assuming co-officer roles.

1. These offices are: Emerald Empowerment, Honoraries, Sergeant at Arms, Sisterhood, Sunshine Alumnae, Social Chair and Recruitment Chair.

2. Other positions may be made into co-chair positions at the discretion of the active sisterhood and with the agreement of the sisters running for the position in question.

- i. This will be determined by a majority vote of the sisters present at the time of elections.

## **Article VIII – Advisor**

Section I. The advisor is chosen by the sisters of Kappa Gamma Chi and holds this position until she is unable to fulfill the responsibility or until a new advisor is chosen.

1. The active sisters can choose to remove an advisor if the active sisterhood does not feel the current advisor is unable to complete her duties.

- a. A letter must be submitted to the Executive Board detailing the reasons the current advisor is no longer fit to hold the position.

- b. Upon receiving the letter, the Executive Board will continue through the process of removing an officer.

Section II. The advisor will act as a liaison between the administration and the active sisterhood.

Section III. The active sisterhood is responsible for communicating all information regarding the active sisterhood. This includes and is not limited to changes in policy, disciplinary action leveled against any sisters, or any achievements earned.

Section IV. The advisor is responsible for guiding us through administrative requirements, mentoring sisters, and helping to uphold the standards of Kappa Gamma Chi.

Section V. The advisor of Kappa Gamma Chi will be selected based on the following criteria:

1. She is a female identified individual currently employed with the College.
2. Her availability to meet the needs of the active sisterhood.
3. Her respect for the traditions of the sisterhood of Kappa Gamma Chi.
4. Her embodiment of the values of Kappa Gamma Chi.
5. Her dedication to the advancement of women in the professional and social environment.

Section VI. The advisor will be chosen by the active sisterhood by majority vote only once active sisters have had an opportunity to learn about the candidate(s) for advisor.

1. Select offices within Kappa Gamma Chi may have an additional unofficial advisor to assist in the completion of duties, as outlined in the Chapter Operations Manual.

## **Article IX – Duties and Privileges of Executive Board**

## Section I. President

1. Shall have general supervision of the organization's affairs.
2. Shall be present at all meetings, except in the case of illness or emergency.
3. Shall preside over all general business meetings.
4. Shall be responsible for crisis management in the case of an emergency as outlined in the Crisis Management Plan in the Chapter Operations Manual.
5. Acts as a liaison between administration and the active sisterhood.

## Section II. Vice President

1. Shall act as the presiding officer in the absence of the President.
2. Shall be responsible for coordinating all philanthropy performed by the organization.

## Section III. Treasurer

1. Shall keep an accurate account of all monies and dues received and disbursed by Kappa Gamma Chi.
2. Shall present the financial status of Kappa Gamma Chi as needed and create a yearly budget to be distributed to Chair positions.
3. If the executive board votes to raise dues, and the increase in sisterhood dues is greater than 5%, the increase must be put forth to a vote to be approved by  $\frac{2}{3}$  of the active sisterhood during the first meeting of the semester.

## Section IV. Recording Secretary

1. Shall take careful minutes at each meeting and submit a copy of those minutes to the active sisters at least 48 hours after the meeting.
2. Shall record attendance at all scheduled meetings and include it in the minutes.
3. Shall be responsible for booking and managing space reservations for business meetings.

## Section V. Corresponding Secretary

1. Shall handle all correspondence with all Emerson and outside organizations.

2. Shall assume the position of “Goods and Welfare” manager.
3. Shall be responsible for the creation and printing of bids for New Members and certificates of membership for newly constituted sisters.

### **Article X – Quorum**

Section I. Quorum shall be obtained when  $\frac{2}{3}$  of the active sisterhood is present.

Section II. In the event that quorum is not met, the president can put forth a vote to the sisterhood to continue with voting procedure without quorum.

1. This movement shall be approved by a majority vote.
2. Quorum will then be considered  $\frac{2}{3}$  of the active sisters who are present at the time of the vote.

### **Article XI – Voting**

Section I. Quorum must be obtained before any vote can be taken.

1. The exception being when the president has put forth a vote to the sisterhood to proceed without quorum and the sisterhood has accepted this motion.

Section II. All votes will require a majority vote to pass, except when voting to remove an officer from office and ratification of the Constitution, which will both require a  $\frac{2}{3}$  vote.

1. That is to say, when a vote is of dire importance, the voting requirement will default to quorum, which requires the agreement of more active sisters.

Section III. All active sisters shall have one vote, with the exception of the President, who will only vote in the case of a tie.

Section IV. It is the responsibility of the President to mediate discussion and make the ultimate ruling on the validity of a comment.

### **Article XII – Elections**

Section I. Positions that need to be filled in an upcoming election will be announced in writing to the sisterhood by the executive board no later than two weeks prior to the date of the election. Sisters who are abroad must also be notified of upcoming elections.

Section II. A sister who is interested in running for an announced position must submit her written intent to run to the executive board no later than three (3) days before the election.

1. The executive board has a responsibility to make the deadline for intention clear to the sisterhood upon announcement of the available position.
2. The executive board reserves the right to refuse any sister who submits her intent to run after the specified date.

Section III. Only sisters who meet the criteria for eligibility will be considered by the sisterhood for a position.

1. A sister will be considered eligible to run for a position if she meets the following criteria:
  - i. She is an active sister of Kappa Gamma Chi.
  - ii. She will be on the Boston campus for the full tenure of her position.
    - a. This is a requirement for President, Vice President, and Treasurer.
    - b. If a sister is only present for one of the two semesters of the elected term, the sister must disclose this information to the sisterhood. The sisterhood will then make the determination of the relevance of this information and if it will impact their vote.
  - iii. She meets the sisterhood GPA requirement of 3.0, has consistently achieved the community service requirement, and has maintained an adequate attendance record.

Section IV. The office of President may only be filled by a sister who has previously served in a chair position and has been an active sister for one full year.

Section V. In the event that there is only one candidate running to fill a position the presiding officer will then ask the sisterhood for nominations to the position in question.

1. Active sisters will then be asked to submit the names of sisters who they feel would adequately serve in the position being discussed.
2. The active sister who is nominating will raise her hand and the presiding officer will ask for her nomination.
  - a. Upon the naming of the nominee, the nominee will then either accept or deny the nomination from the president.
3. In the event that no nominated sisters accept, voting procedure will continue with the sole candidate for the position.

4. In the event that there is only one candidate running for president, active sisters will then be asked to submit the names of sisters who they feel would adequately serve in the position.

a. Upon the naming of the nominee, the nominee will then either accept or deny the nomination.

b. In the event of the acceptance of a nomination, the voting procedure will be postponed until the next meeting in order to allow candidates to formulate their thoughts and speeches.

c. In the event that no nominated sisters accept, voting procedure will continue with one candidate.

Section VI. Officers shall be elected by a majority vote of the active sisters present at the time of the election.

Section VII. Elections must take place before the ERA Awards, or before the last meeting of the semester, in the event of Fall semester elections.

### **Article XIII – Meetings**

Section I. At least one general business meeting shall be held each week.

1. The time and day of meeting shall be determined at the end of each Spring semester for the following year by the active sisters of Kappa Gamma Chi.

Section II. The President will preside over all weekly business meetings

1. In the absence of the President and the Vice President, the remaining officers shall vote on who will become the presiding officer of that meeting.

Section III. The Executive Board will vote every year on the attendance requirement for general business meetings.

1. The attendance requirement is considered the allotted number of unexcused absences before a sister is asked to meet with the executive board, or further steps are taken.

2. Excused absences shall be considered any absence caused by a professional endeavor, family obligation, or unforeseen emergency.

3. The recording secretary must be notified of all absences. Failure to notify the recording

secretary of an anticipated absence is subject to being considered unexcused, but is at the discretion of the recording secretary and executive board.

**Section IV. Said meetings shall be characterized by modesty and decorum becoming to said sorority.**

**Section V. As a strict observance of order is indispensable, one strike of the gavel by the presiding officer shall command profound silence from the sisterhood.**

**Section VI. The first meeting of each month shall be opened in according to what shall be known as the formal ritual and is outlined in the Ritual Manual.**

#### **Article XIV – Grounds and Proceedings for Removal of Officers**

##### Section I. Grounds for Removal from Office

1. Any officer of Kappa Gamma Chi who continuously and/or knowingly evades her duties as set down by this Constitution, or commits any act which is determined to be detrimental to the welfare of the active sisters, is subject to proceedings for the removal from office by the sisters and remaining officers of Kappa Gamma Chi.
2. Proceedings may only begin when a formal letter from the challenging party is submitted to the President of Kappa Gamma Chi. In the case of a Presidential removal from office, the letter would be submitted to the Vice President of Kappa Gamma Chi.
3. Following submission of the letter for removal from office, the executive board officers of Kappa Gamma Chi must move to initiate a trial.
  - i. The majority of executive board members must vote in favor to proceed.
  - ii. The President will receive a vote, except in the case of presidential removal, in which case the President will not be present.
  - iii. The individual with charges filed against her will be notified of the proceedings, but the name of the accusing sister will not be revealed.
4. If the motion carries, proceedings are to begin at the next scheduled meeting.
5. In the event that ratification occurs, the person charged must be notified in writing within a week.

##### Section II. Proceedings for Removal from Office

1. During the proceedings the following will occur:

- i. 2/3 of the active sisters of Kappa Gamma Chi must be present.
- ii. Discussion of the removal from office shall take place.
- iii. The officer in question will be given the opportunity to speak, or have an advisor speak in her defense and present evidence as she so deems.
- iv. After the proceedings, the active sisters, excluding the officer in question, shall vote on the charges. A two-thirds vote of all the members in support of the charges shall be required for the removal of officer from her position.
- v. The President of Kappa Gamma Chi shall preside at all proceedings. In the case of a Presidential removal from office, the Vice-President will preside over the hearings.
- vi. Actual removal from office shall take place immediately upon the return of a verdict.

Section I. When a sister of Kappa Gamma Chi becomes inactive, a vote must be carried out within the sisterhood to determine the consequences of her inactivity. The sisterhood will vote on which category of circumstances best applies to the sister in question. As always, a two-thirds majority vote is necessary in order for the conditions to become effective. After the vote takes place, the Executive Board will notify the sister in writing about the results of the vote.

Section II. Inactivity is defined as the forfeit of these privileges granted to active sisters.

1. An inactive sister forfeits her right to a vote.
2. An inactive sister must step down from any offices held.
3. An inactive sister may not participate in the pledge process.

Section III. Any active sister may voluntarily choose to become inactive at any point. She may become active again at any time with the majority vote of the quorum of active sisters.

Section IV. Any active sister who fails to pay her dues for one semester or has five unexcused absences from meetings will be considered inactive, thus forfeiting the above-mentioned rights. She may become active again after paying her dues and with the majority vote of the quorum of the active sisters.

Section V. Any active sister who acts maliciously against the organization or who cannot uphold the standards of professionalism may be considered inactive or may be asked to become inactive by vote of the active sisters. She may only become active again after a majority vote by the active sisters.

1. A sister cannot be asked to become inactive unless her offenses warranting inactivity have occurred within the current academic year.

Section VI. If a sister becomes inactive due to a leave of absence from Emerson's Boston Campus for reasons not related to conduct or academic performance, (ex: Outside professional endeavor, transfer, external program, health-related or personal issue), the following conditions apply:

1. She is able to wear her sorority letters in any form.
2. She must be removed from all active sorority social media platforms effective immediately.
3. She is able to list her involvement in the sorority on professional mediums such as her resume and social media profiles.
4. She cannot attend sorority events or functions unless invited or requested.
5. She cannot attend sorority business meetings.

Section VII. If a sister becomes inactive by force from the sisterhood or Emerson administration, the following conditions apply:

1. She is unable to wear her sorority letters.
2. She must be removed from all active sorority social media platforms effective immediately.
3. She is unable to list her involvement in the sorority on any professional mediums including her resume and social media profiles.
4. She cannot attend sorority events or functions.
5. She cannot attend sorority business meetings.
6. She loses all alumnae privileges as outlined in the Chapter Operations Manual.

Section VIII. If a sister becomes inactive by choice, not through a situation of negligence, while still on Emerson's Boston campus, the following conditions apply:

1. She is unable to wear her sorority letters while in public on Emerson's Boston campus
2. She must be removed from all active sorority social media platforms effective immediately
3. She cannot attend sorority events or functions unless invited or requested
4. She cannot attend sorority business meetings
5. The sisterhood will vote on her ability to gain access to the following (a 2/3 majority vote from the sisterhood is required):

- i. Alumnae privileges after graduation as outlined in the Chapter Operations Manual.
- ii. Ability to list her involvement in the sorority on professional mediums such as her resume and social media profiles.

Section IX. In the dire case that a sister chooses to disaffiliate from the organization, the following steps must be taken with the utmost seriousness and respect for the organization.

1. Disaffiliation from Kappa Gamma Chi shall be considered more serious than inactivity, in that it is complete forfeit of membership and all ties associated to having once been a sister of the organization.

- i. The sister seeking disaffiliation must submit, in writing, a letter to the executive board stating her intent to disaffiliate.

- a. The executive board will then schedule a meeting with the sister to discuss her reasons for disaffiliation.

- b. Upon completion of the meeting, the president will sign the disaffiliating sister's letter of resignation and it will be submitted to the recording secretary for the sorority records.

- ii. All belongings pertaining to the sorority must be returned promptly upon the acceptance of the disaffiliation. This includes, but is not limited to, pledge materials (i.e. pledge bible), any sorority letters, t-shirts, pins, certificates, etcetera.

- a. The disaffiliating sister will not be reimbursed for any returned items pertaining to sorority membership.

2. Under no circumstance will the disaffiliating sister be reinstated her position as active within the sisterhood, and has forfeited all rights to membership, alumnae status, and ability to specify her previous membership with the sisterhood.

## **Article XVI - Amendments**

Section I. The constitution may only be amended by a majority vote of the active sisters of Kappa Gamma Chi.

Section II. Any active sister of Kappa Gamma Chi may submit the text of a proposed amendment to the constitution during a meeting.

Section III. Upon the adoption of an amendment it shall be included at the end of this document with the date of adoption, and henceforth considered active legislation.

Section IV. The active sisterhood must be notified in writing of any alteration or amendment to the constitution so ratified.

## **Article XVII - Ratification**

Section I. The Constitution of Kappa Gamma Chi must be ratified with a  $\frac{2}{3}$  vote of the active sisters of Kappa Gamma Chi.

Section II. The constitution of Kappa Gamma Chi shall be considered for ratification every two years after the last date of ratification.

## **Amendments to The Constitution of Kappa Gamma Chi**