Article I – The Chapter

Section 1 Name
The designation for the Michigan State University Chapter of Kappa Delta Pi is the Epsilon Kappa Chapter.

Section 2 Purpose
The purpose of the Epsilon Kappa Chapter shall be to encourage high intellectual and scholastic standards and to recognize outstanding contributions to education.

To this end it shall invite to membership such persons as exhibit commendable personal qualities, worthy educational ideas, and sound scholarship. It shall endeavor to maintain a high degree of professional fellowship among its members and to quicken professional growth by honoring achievement in educational work.

Section 3 Chapter Year
The chapter year shall begin on July 1 and end on June 30.

Section 4 Authority
In all matters of organization and procedures, the Constitution, Bylaws, and Rituals of the International Society of Kappa Delta Pi shall have precedence and should be consulted.

Article II – Membership

Section 1

1.1 Chapter Membership
Membership in the Epsilon Kappa Chapter is open to undergraduate, graduate, and faculty/staff from Michigan State University, without regard to race, age, color, gender or sexual identity, disability, sexual orientation, religion, height, marital status, national origin, political persuasion, veteran status, or weight.

1.1.1 Undergraduate
When seeking membership as an undergraduate student, a candidate must:
1.1.1.1 be an undergraduate student at Michigan State University
1.1.1.2 have 28 credits by the beginning of the following Fall Semester
1.1.1.3 have a cumulative GPA of 3.35 or higher for all coursework completed
1.114 express an intention of continuing in the field of education
1.115 exemplify worthy educational ideals
1.116 give evidence of leadership abilities

1.12 **Friends of Kappa Delta Pi**
When seeking participation in the Friends of Kappa Delta Pi program, a candidate must:
1.121 be an undergraduate student at Michigan State University
1.122 have less than 56 credits
1.123 have a cumulative GPA of 3.35 or higher for all coursework completed (students in their first semester are exempt from this requirement)
1.124 express an intention of continuing in the field of education
1.125 exemplify worthy educational ideals
1.126 give evidence of leadership abilities
1.127 not be a voting member of the Epsilon Kappa Chapter
1.128 participate in the Mentor-Mentee program

1.13 **Graduate**
When seeking membership as a graduate student, a candidate must:
1.131 have full graduate standing at Michigan State University
1.132 have a cumulative GPA of 3.75 or higher for all graduate coursework completed
1.133 have completed 6 credits of graduate work at Michigan State University
1.134 have completed as an undergraduate or graduate or both, at least 21 credit hours in Education coursework
1.135 express an intention of continuing in the field of education
1.136 exemplify worthy educational ideals
1.137 give evidence of leadership abilities

1.14 **Faculty/Staff**
When seeking membership as a faculty/staff member, a candidate must:
1.141 be a faculty/staff member of Michigan State University
1.142 have a successful record as a teacher or administrator
1.143 show evidence of an effort to uphold and promote the ideals of the profession
1.144 demonstrate significant contribution or service to their field or to education in general
1.145 no more than two faculty/staff members may be elected in any one year
1.146 be approved by a 2/3 majority of the active members present at the election meeting and by the counselor(s) to Epsilon Kappa Chapter

1.15 **Honorary**
When seeking membership as an honorary member, a candidate must:
1.151 be elected only from those faculties in institutions having chapters of this society or from among other persons who have rendered distinguished service in the cause of education
1.152 no more than two honorary members may be elected in any one year

1.2 Status of Member
1.21 a person who has paid their national dues is considered an Active Member of the International Society of Kappa Delta Pi
1.211 all Epsilon Kappa Chapter members must be an Active Member of the International Society of Kappa Delta Pi
1.22 a person is considered a Participating Member of the Epsilon Kappa Chapter if they have earned, or are in the process of earning, participation status
1.221 Inactive Kappa- paid dues
1.222 Kappa- paid dues; two (2) fundraisers; two (2) community service events; one (1) promotional; two (2) general meetings; two (2) professional development events; one (1) social event
1.223 Kappa Delta- paid dues; two (2) fundraisers; two (2) community service events; one (1) promotional; three (3) general meetings; two (2) professional development events; one (1) social event; three (3) write-ups; four (4) events of their choice
1.224 Kappa Delta Pi- paid dues; two (2) fundraisers; two (2) community service events; one (1) promotional; four (4) general meetings; two (2) professional development events; one (1) social event; four (4) write-ups; fourteen (14) events of their choice; completion of the Mentor-Mentee program

1.23 If a member attends an outside organization fundraiser, community service, or professional development event they can write a summary of the event and send it to the Media Specialist in order to achieve participation for that event

1.3 Member Recognition
1.31 a Member Recognition Ceremony shall be held Spring semester of each academic year
1.32 members will be eligible to receive the following rewards for displaying excellence in participation
1.321 Inactive Kappa- receive membership in this bracket
1.322 Kappa- receive membership in this bracket; receive a certificate of participation in this bracket
1.323 Kappa Delta- receive membership in this bracket; receive a certificate of participation in this bracket; receive honor cords in this bracket
1.324 Kappa Delta Pi- receive membership in this bracket; receive a certificate of participation in this bracket; receive honors cords in this bracket; receive a letter of commendation from the current executive board and Counselor in this bracket
1.33 members that reach the Kappa Delta Pi participation status for two (2) consecutive years will be placed into a random drawing for a scholarship every Spring semester (for members that join their senior year to be eligible for the drawing must double the points needed to reach the Kappa Delta Pi participation status) monetary amount of the scholarship will be determined by the current executive board based on the chapter’s financial situation random drawing will be conducted by the Chapter Counselor

1.4 Transfer of Membership between Chapters
An active member of the Society may transfer membership from one chapter to another with the appropriate notification to the Society Headquarters. Multiple chapter memberships are permissible.

1.5 Involuntary Suspension of Individual Members
A member may be suspended for cause. A two-thirds (2/3) vote of the chapter executive committee is required for suspension of chapter membership, and a two-thirds (2/3) vote of the Executive Council is required for suspension of Society membership.

Article III – Finances
The Chapter Counselor shall keep accurate records of the assets and the liabilities of the Chapter, and shall receive and expend Chapter monies as the Executive Committee directs.

Section 1 Initiation Fee
The Chapter shall remit to the Society Headquarters of Kappa Delta Pi required information for each initiate, along with the required fees within two weeks of initiation.

1.1 Local Initiation Fee
1.11 the local initiation fee shall be $15
1.12 this is a one-time fee that the initiate pays prior to initiation
1.13 Epsilon Kappa Chapter can change the one-time initiation fee amount by a majority vote of active members present

Section 2 Dues

2.1 National Dues
2.11 national dues must be paid prior to the end of the membership year in order to continue to use the benefits of Kappa Delta Pi
2.12 all members of the Epsilon Kappa Chapter must be Active Members of the International Society of Kappa Delta Pi

2.2 Chapter Dues
2.21 annual chapter dues shall be $10
2.22 chapter dues will be paid at the same time as the national dues
2.23 all undergraduate members of the Epsilon Kappa Chapter must pay chapter dues
2.24 Epsilon Kappa Chapter can change the chapter dues amount by a majority vote of active members present and must submit the change to Headquarters on the Annual Report

Article IV – Initiation
All candidates for membership in the Epsilon Kappa Chapter shall be initiated according to the prescribed Society ritual. Members initiated previously by another chapter of the Society may be formally received into the Epsilon Kappa Chapter according to the official Society reaffirmation ritual.

Section 1 Candidates for Membership
1.1 it shall be the duty of the Counselor(s) to investigate the records and present the names of those found worthy and eligible for the consideration of membership to the Membership Committee
1.2 it shall be the duty of the Membership Committee to present the names of persons eligible for consideration to the Executive Committee

Section 2 Time of Initiation
1.1 initiation shall be made once in the Fall and again in the Spring semester of each academic year
1.2 all active members shall be notified of the initiation at least two weeks in advance

Article V – Chapter Officers
Officers of this Chapter shall consist of the following: President, Vice President of Programs, Vice President of Membership, Vice President of Service, Vice President of Fundraising, Secretary, Media Specialist, and Publicity & Web Manager. Additional officers may be elected at the discretion of the Executive Committee.

Section 1 Qualifications
Officers must be Active Members of the Chapter at Michigan State University and the Society.

1.1 Duties of Officers
1.11 President
1.111 preside over all general membership and Executive Committee meetings
1.112 organize officer transition
1.113 complete the Chapter Planning Tool Report due October 1 of every chapter year
1.114 complete the Semester Celebration Report due December 15 and May 15 of every chapter year
1.115 appoint committee members when necessary
1.116 oversee the actions of all committees and the committee members
1.117 guide the Executive Committee in setting chapter goals and preparing the chapter calendar
1.118 recognize membership accomplishments
1.119 be familiar with governing principles of Kappa Delta Pi
1.1110 participate in chapter programs and activities
1.12 Vice President of Programs
1.121 chair the Programming Committee
1.122 plan and organize six (6) or more professional development programs per academic year
1.123 coordinate and lead the Professional Development Expo
1.124 assist the President and Vice President of Service with organizing events

1.13 Vice President of Membership
1.131 chair the Membership Committee
1.132 maintain accurate records of active, inactive, and chapter membership
1.133 organize volunteers for College of Education related events

1.14 Vice President of Service
1.141 chair the Service Committee
1.142 plan and organize six (6) or more community service events per academic year
1.143 coordinate and lead the Literacy Alive! program
1.144 assist the President and Vice President of Programs with organizing events

1.15 Vice President of Fundraising
1.151 chair the Fundraising Committee
1.152 plan and organize six (6) or more fundraising events per academic year
1.153 assist the Counselor(s) with collection and record keeping of chapter funds
1.154 coordinate and lead the Scholastic Book Fair(s)

1.16 Secretary
1.161 maintain minutes and attendance records at meetings
1.162 formulate agenda, in conjunction with the President, for meetings
1.163 create a database to keep track of participating members service hours
1.164 record membership participation in chapter activities

1.17 Media Specialist
1.171 chair the ACE Committee
1.172 maintain and update bulletin board outside of room 134 Erickson on a monthly basis or more
1.173 understand the current criteria for the ACE Award
1.174 develop a photographic history of the chapter
1.175 keep record of all activities of the chapter

1.18 \textit{Publicity \& Web Manager}
1.181 chair the Publicity Committee
1.182 publicize meetings, events, workshops, service activities etc.
1.183 create opportunities to recruit new members
1.184 promote Kappa Delta Pi on Michigan State University’s campus
1.185 update the website weekly to reflect new activities and programs
1.186 ensure that all information on the website is current and reliable
1.188 create and send a bi-weekly e-newsletter
1.189 promote events, programs, fundraisers, and important information via all of the chapter’s social media platforms

\textbf{Section 2 Election}

Officers for the Society year shall be elected, installed, and reported no later than July 1 of each Society year.

2.1 Nominations
Names of the candidates for office must be submitted to the Executive Committee no later than two weeks prior to the election.

2.2 Voting
A majority vote of Active Members present shall be required for election.

2.3 Vacancies
Should a chapter office become vacant because of resignation, neglect of duty, or other causes, the Executive Committee may appoint a chapter member to fill the vacancy.

\textbf{Article VI – Chapter Counselor(s)}

Each Chapter must have a minimum of one Counselor.

\textbf{Section 1 Qualifications}

The Chapter Counselor(s) must be a member of the university faculty/staff, if an institutional chapter, and an active member of the chapter.

1.1 \textbf{Duties of Counselor(s)}
1.11 install the officers of the local chapter
1.12 serve as a member of the chapter’s Executive Committee
1.13 mentor chapter officers
1.14 assist in planning chapter activities
1.15 act as a liaison between the chapter, college faculty, and administration to keep others informed of activities and events
1.16 ensure the submission of reports or other correspondence required by the Executive Council
1.17 complete the Initiation Report due within two weeks of the Initiation Ceremony
1.18 complete the Annual Financial Report due August 1 of every chapter year
1.19 complete the Officer Report after officer elections every Spring semester
1.110 serve on the Membership Committee
1.111 ensure observance of the rituals
1.112 provide for safekeeping and accessibility of records and properties of the chapter
1.113 maintain all financial records and act as Treasurer of the chapter

organize officer elections

Section 2 Selection of Counselor and Associate Counselor(s)
Unless institutional rules or policy direct otherwise, the Counselor and Associate Counselor shall be elected in the same manner as the Chapter officers, except that these persons shall serve two-year terms. The Counselor’s term shall coincide with the Society’s biennium, while the Associate Counselor shall be elected during the odd-numbered years to facilitate Chapter continuity. There is no limit to the number of terms a counselor may serve. The Executive Committee of the Chapter shall determine whether or not there shall be an Associate Counselor.

Section 3 Notification of Counselor Appointment or Change
The name of the Counselor shall be forwarded to the Chapter Services Department within two weeks of counselor appointment or change. A certificate confirming the appointment shall be forwarded to the new Counselor.

Section 4 Removal of Counselor from Office
The Executive Council may, for cause, declare the office of Chapter Counselor vacant. Should this happen, representatives from the Society will work with the institution to appoint a replacement.

Article VII – Meetings
At least six (6) general chapter meetings, one of which shall include the Member Recognition Ceremony, shall be held during each Society year. There will be three (3) general meeting held each semester, the day to be determined by the members of Kappa Delta Pi. These meetings will be chosen to increase attendance and allow the members to have a voice within Kappa Delta Pi.

Section 1 Quorum
A quorum shall be declared when at least four (4) members of the Executive Committee and ten (10) other active Chapter members are present.

Section 2 Notice of Meetings
Chapter Officers shall provide written notice of each meeting of the Chapter by posting information at an approved location, or through e-mail to active members.

Section 3 Chapter Web Page
The Chapter Web Page shall:
3.1 support the ideals, mission and goals of the Society
3.2 not conflict in any way with the Constitution and Bylaws of the Society
3.3 contain the following disclaimer:
The opinions and comments expressed via this electronic forum do not necessarily reflect the views of Kappa Delta Pi, International Honor Society in Education.

Article VIII - Calendar
A semester calendar will be created at the first Executive Committee meeting in which the general member meetings, Executive Committee meetings, and major events will be planned for the coming semester. The calendar can be changed throughout the year, however this will give the Executive Committee and the general members advanced noticed for all major events. This calendar will be posted on the Kappa Delta Pi website as well as spoken up at the general member meetings.

Article IX – Committees

Section 1 Executive Committee
The officers of the Chapter, the Chapter Counselor, and the Chapter Associate Counselor(s) shall constitute the Executive Committee. It shall be the duty of the Executive Committee to direct the activities of the Chapter, to act in cases of emergency between regular Chapter meetings, and to ensure the timely completion of all required reports. The Executive Committee may call meetings of the Chapter, other than the regular meetings, for the purpose of discussing or acting upon Chapter business. The Executive Committee shall conduct initiations, or appoint a delegate with said authority.

Section 2 Standing Committees
The following committees shall be appointed annually:

2.1 Program Committee
The Vice President of Programs shall chair the Program Committee. This Committee shall plan, organize, and implement six (6) or more professional development programs during the academic year. The Program Committee shall be responsible for planning, organizing, and implementing the Professional Development Expo each year.

2.2 Membership Committee
The Vice President of Membership shall chair the Membership Committee. This committee shall plan, organize, and implement two (2) Initiation Ceremonies, the Member Recognition Ceremony, and three (3) or more social events per academic year. The Chapter Counselor shall serve as a regular, voting member of this committee.

2.3 Service Committee
The Vice President of Service shall chair the Service Committee. This committee shall plan, organize, and implement six (6) or more community service projects during the academic year. The Committee shall call upon the Participating Members of the chapter to complete the activities. The Service Committee shall be responsible for planning, organizing, and implementing the Literacy Alive! event each year.

2.4 Fundraising Committee
The Vice President of Fundraising shall chair the Fundraising Committee. This committee shall plan, organize, and implement six (6) or more fundraising events during the academic year. The Committee is to ensure that the Chapter has enough money to cover all of the expenses,
including money for donation to the International Society, money for Convocation, and Initiation.

2.5 ACE (Achieving Chapter Excellence) Committee
The Media Specialist shall chair the ACE Committee. This committee shall record all functions of the Chapter according to the criteria for the ACE Award. The criteria categories are as follows: (1) Administrative Qualifications, (2) Chapter Business Meetings, (3) Membership Recruitment and Retention, (4) Leadership Development, (5) Chapter Programming. The Committee is responsible for keeping and maintaining written and visual documentation of all of the Chapter’s work. The Committee is to follow the instructions given for ACE Award eligibility and ensure that all requirements are met.

2.6 Publicity Committee
The Publicity & Web Manager shall chair the Publicity Committee. This committee shall publicize meetings, events, service projects, workshops, fundraisers etc. through fliers, e-mail, the website, social media, and word of mouth.

2.7 Other Committees
The Executive Committee shall have the authority to appoint other committees as the need for these may arise.

Article X – Amendments
The Bylaws of the Epsilon Kappa Chapter may be amended by a 2/3 vote of Active Members present, provided that a copy of the proposed amendment(s) has been sent to all active Chapter members at least ten (10) days prior to voting. Chapter bylaws must be reviewed every two years and ratified by the chapter membership.

The following signatures certify that these bylaws have been adopted for use by the Epsilon Kappa Chapter.

Chapter Counselor ___________________________ Date __________________

Chapter President ___________________________ Date __________________

Society Headquarters Approval ___________________ Date __________________