Kappa Delta Pi – Alpha Alpha Nu Chapter

Bylaws for the Alpha Alpha Nu Chapter of Kappa Delta Pi, International Honor Society in Education

Article I – The Chapter

Section 1 Name
The designation for the Temple University Chapter of Kappa Delta Pi is the Alpha Alpha Nu Chapter.

Section 2 Purpose
The purpose of the Alpha Alpha Nu Chapter of Kappa Delta Pi shall be to promote excellence in and recognition of outstanding contributions to education. Kappa Delta Pi shall endeavor to maintain a high degree of professional fellowship among its members, to quicken professional growth, and to honor achievement in educational work. To these ends, it shall invite to membership persons who exhibit commendable professional qualities, worthy educational ideals, and sound scholarship, without regard to race, age, color, religion, gender or sexual identity, or disability.

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 Qualifications
Membership in the Alpha Alpha Nu Chapter is open to undergraduate students, graduate students, faculty members, and other professional educators. Invitation to membership in an active chapter at an institution shall be dependent upon fulfillment of the following qualifications without regard to race, age, color, religion, gender or sexual identity, or disability.

1.1 Undergraduate
When seeking membership as an undergraduate student, a candidate must:
1.1.A Have no less than first term sophomore standing (the equivalent of at least 30 semester hours earned by the end of the term prior to initiation);
1.1.B Earned a cumulative GPA ranking in the upper quintile of Temple University, or have a cumulative GPA of 3.35 (out of a 4.0 scale) or higher for all coursework completed;
1.1.C and have at least 12 hours (or the equivalent) of professional education courses programmed, in progress, or completed.
1.1.D Any member initiated prior to the certification of these bylaws will be grandfathered in to the Alpha Alpha Nu chapter.
1.2 Graduate

When seeking membership as a graduate student, a candidate must have:

1.2.A Full time standing at Temple University;
1.2.B Completed nine (9) or more semester hours of graduate work at Temple University where the student is enrolled;
1.2.C Have at least 12 hours (or the equivalent) of professional education courses programmed, in progress, or completed;
1.2.D and a cumulative grade-point average on all graduate work undertaken of at least 3.82 out of 4.00, if a grade-point system is used or within the upper 18.75% of the institution, college, or school (the schools of education and the respective colleges from which candidates are selected).
1.2.E Any member initiated prior to the certification of these bylaws will be grandfathered into the Alpha Alpha Nu chapter.

1.3 Faculty & Educational Support Staff

The number of faculty initiated at any one-initiation ceremony shall not exceed the number of other initiates. When seeking membership as a faculty member, a candidate must:

1.3.A Be a faculty or educational support staff member of Temple University;
1.3.B Give evidence of support for the Chapter and its programs.

1.4 Professional Members

When seeking membership as a professional member, a candidate must:

1.4.A meet qualifications for graduate students listed in 1.12; or
1.4.B hold a Master's or other advanced degree; or
1.4.C obtains two letters of recommendation from two supervising administrators; or provides evidence of a distinguished performance record consistent with the ideals of Kappa Delta Pi.

1.5 Honorary Members

Qualifications and limitations include:

1.5.A Record of distinguished service in the cause of education.
1.5.B Honorary membership is not open to a person eligible for another membership category or one who holds a degree in education.
1.5.C No chapter may elect more than two (2) persons to honorary membership during any one Society year.
1.5.D A person approved for an honorary membership shall be initiated according to appropriate ritual.

1.6 Students seeking alternative certification and/or licensure:

Qualifications and limitations include:

1.6.A hold a baccalaureate degree.
1.6.B completion of at least 12 semester hours of an alternative certification program;
1.6.C and, demonstrate a cumulative grade point average of at least 3.25 on a 4.00 scale.

1.7 Grandfather Clause:

Members already initiated will be grandfathered in when the GPA requirement changes, and will not be required to obtain the new GPA. However, members who are grandfathered in will be required to maintain their original minimum GPA.
Section 2 - Chapter Membership

2.1 Election to Membership
The membership committee of the local chapter shall present the names of persons found eligible for consideration to:
2.1.A Active members of the local chapter, or
2.1.B The chapter executive committee.

2.2 Election to Membership
A favorable vote of a majority of members participating in the vote is required for election as long as the group constitutes a quorum (see Article VII, Section 1) under the chapter’s governing documents.

2.3 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.

2.4 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 Treasurer, with the assistance of the 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.

Section 2 - Local Dues
Annual dues for the Alpha Alpha Nu Chapter shall be determined by a majority vote of active members present at a regular chapter meeting and submitted to Headquarters on the Annual Financial Form. Annual local dues are not to exceed annual Society dues.

Members must pay local dues to the chapter first, and will then be sent the online application to complete. Once the officers have accepted the online application, then student must pay national dues prior to the deadline set by the executive board.

Article IV – Initiation
All candidates for membership in the Alpha Alpha Nu 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 Alpha Alpha Nu Chapter according to the official Society reaffirmation ritual.
Article V – Chapter Officers

Each chapter shall include a minimum of President and Treasurer. Refer to the Society bylaws for the responsibilities of officer positions. Additional officers, as indicated in the chapter bylaws and/or chapter model (selected biennially), must be elected by the chapter.

Kappa Delta Pi – Alpha Alpha Nu Executive Board Positions

President: The President influences the chapter as the visionary leader for the chapter’s growth and development. The President assigns certain tasks or events to the appropriate officer and oversees that each officer follows through with each given task in a timely manner. They ensure that rooms are reserved for meetings and events and that the agenda and PowerPoint are ready to go for each chapter meeting and that copies of the agenda are made for each meeting and runs the chapter meetings. The President also works closely with the Counselor and Associate Counselor and meets or contacts both on a regular basis. The President keeps in contact with each officer to ensure everyone is completing their roles in their position and to keep them up to date on ideas and plans that are made with the counselors, another officer, or members, usually weekly or biweekly. The President also ensures that the email account is checked regularly and all emails are responded to, as well as the Facebook page.

Vice President: The Vice President plays a significant role for the chapter. As a member of the chapter’s Executive Committee, the Vice President assists the President with chapter duties and coordinates the Program Committee. Members serving in this position may want to become familiar with the roles and responsibilities of the President in the event the President cannot perform his or her duties. The Vice President also oversees and plans all initiation ceremonies and coordinates with Initiation speakers and honorary members.

Secretary: The Secretary plays an important role in chapter operations. The Secretary provides the communication link among the Executive Committee, chapter members and external audiences through recording what happens at meetings to coordinating the chapter newsletter or social media to corresponding to chapter alumni members. The Secretary is also in charge of tracking attendance at every meeting and event and awarding points.

Treasurer: The Treasurer plays an important role in chapter operations. The Treasurer ensures the financial health of the chapter by preparing a yearly budget and maintaining accurate records and financial accounts. The Treasurer is in charge of keeping track of both local and national dues for each member and depositing any cash or checks. The Treasurer reports the balance of the chapter’s account at each chapter meeting.

Historian/Parliamentarian: The Historian/Parliamentarian is the memory keeper for the chapter. This officer position may seem less important than the President, but the Historian plays a very significant role. The Historian/Parliamentarian preserves the chapter’s history so that from year-to-year there is record of the chapter’s activities; this includes taking photos at every event. Maintaining this information also makes it easier for chapter planning and to submit awards applications. The Historian/Parliamentarian also oversees the chapter’s bylaws and any discrepancies, concerns, or needed changes/additions. The person in this position must know the bylaws inside and out.

Events Coordinator: The Events Coordinator plays a major role in the facilitation of events and programs hosted by the chapter. A member in this role includes, but is not limited to, establishing events, communicating the events to the members of the chapter, and reporting back about the highlights of the event. A member in this role is also responsible for assisting the Vice President with organizing Initiation. This Coordinator must ensure that rooms are reserved for each event and contact outside presenters or speakers as necessary.
Ambler Coordinator: The Ambler Coordinator will be the liaison between Main Campus and our members in Ambler. This Coordinator will help plan and coordinate events at Ambler that include all of our members. The Ambler Coordinator will provide communication between Ambler and Main Campus on all activities and events.

Section 1 Qualifications
All candidates for officer positions must be active members of both the Society and the Alpha Alpha Nu Chapter.

Section 2 Election
Officers shall be elected and installed a minimum of once each academic year and be reported to Headquarters no later than two weeks after elections are completed.

2.1 Method of Election: Chapter officers for the ensuing term shall be elected during any regular meeting of the chapter, or through a ballot sent to all active members, or through a combination of both methods.

2.2 Voting: A majority vote of active members participating in the vote shall be required for election.

2.3 Vacancies: Should a chapter office become vacant because of resignation, neglect of duty, or other causes, the Counselor and/or President may call a special meeting for the purpose of filling the vacancy. The procedure for filling the vacancy shall be the prerogative of the chapter and shall be described in the chapter bylaws.

Example: The Executive Committee shall fill any vacancy in office occurring during the interim between elections.

Article VI – Chapter Counselor(s)
Each Chapter must have a minimum of one Counselor.

Section 1 - Qualifications
The Chapter Counselor must be a member of the college/university faculty or staff, if an institutional chapter, and an active member of the chapter.

Section 2 - Selection of Counselor and Associate Counselor(s)
Each active institutional chapter shall have a Chapter Counselor selected from the faculty or staff of the institution. In such chapters where there is no Counselor, the Dean or designee will be asked to perform the duties of Counselor after appropriate consultation with the members. In addition to Counselor, each chapter may select one or more Associate Counselors. All provisions applicable to the Chapter Counselor shall apply to Associate Counselors. However, at institutional chapters, the Associate Counselor(s) need not be a faculty or staff member.

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
Each chapter shall hold at least two meetings during the Society year. At least one meeting shall include an initiation.

Section 1 - Quorum
A quorum shall be defined in the local chapter bylaws. Quorum for the Alpha Alpha Nu Chapter of Kappa Delta Pi is two-thirds of active participating membership.

1.1 All proposed changes will be presented to the membership via online polling no less than one week prior to the next scheduled meeting.
   1.1.A Members must vote YEA or NAY prior to the established deadline in order for votes to be counted.
   1.1.B Any member who does not vote prior to the deadline will have their vote counted as an abstention (no vote).
1.2 Participation and attendance of meetings and events is required in order to be considered an active voting member.
   2.1.A Amendment two further explains participation and attendance requirements.

Section 2 - Dissolution of Chapter
The process for elective dissolution of a chapter can be found in the Society bylaws.

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 – Committees
Each chapter may maintain the following committees according to their chapter model selected biennially.

Section 1 - Executive Committee
The executive committee shall consist of the current officers of the chapter including the Counselor and Associate Counselor(s), where there are such officers, and may include the immediate Past-President. It shall be the duty of the Executive Committee to supervise the general activities of the chapter, serve as the official agency for communication, act in emergencies between meetings of the chapter, conduct initiations, and ensure the completion of all required reports.

Section 2 - Standing Committees
The following committees shall be appointed annually:
   2.1 Membership Committee: The membership committee shall receive names of candidates’ suggestion for membership; obtain a list of valid candidates from the chapter counselor, co-counselor, designated faculty member, or appropriate college/university staff administrator; prepare a list of eligible candidates and, together with the required information, present this to the appropriate chapter body.
   2.2 Program Committee: The Vice President shall direct the Program Committee. This committee shall be responsible for planning programs for the chapter.
2.3 Fundraising Committee: The fundraising committee shall be responsible for planning fundraising projects for the chapter, the Kappa Delta Pi Educational Foundation, and/or external organizations the missions of which are consistent with Kappa Delta Pi.

**Article IX – Confirmation and Review of Bylaws**

**Section 1 – Requirements for review**

1.1 The bylaws for the Alpha Alpha Nu Chapter of Kappa Delta Pi are required to be reviewed every (2) two years.

1.2 The Executive Committee will enlist (5) five members to aid the Parliamentarian with the review.

**Article X – Amendments**

The Bylaws of the Alpha Alpha Nu Chapter may be amended at any regular meeting of the Chapter by a two-thirds 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 the meeting.

The following signatures certify that the Alpha Alpha Nu Chapter has adopted these bylaws for use.

**Signatures:**

Chapter Counselor: ___________________________ Date ________________

Chapter President: ___________________________ Date ________________

Society Headquarters Approval: ___________________ Date ________________

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**Amendments:**
**Amendment I – Chapter Officer Elections**

Chapter Office elections will take place on the first week of April each year. All candidates must notify the Executive Committee by the end of the February of their intent to seek election.

**Minimum Requirements for Candidacy for positions other than President and Vice President:**

1. 3.4/4.0 minimum
2. One (1) full semester of active membership
3. Must have previously been a member of a committee
4. Must be in good academic and disciplinary standing at Temple University with all fees, membership points, and attended at least 75% of chapter meetings during the previous semester.

   4.1A – A minimum of (10) ten points must be achieved for an applicant to be considered. Applicants may request an exemption of requirements from the Election Committee for one requirement.

**Minimum Requirements for Candidacy as President or Vice President of Alpha Alpha Nu:**

1. 3.5/4.0 minimum
2. At least two (2) full semesters of active membership, and in the Junior year of their program
3. Must have held a leadership role in a committee, or have previously been an officer of Alpha Alpha Nu
4. Must be in good academic and disciplinary standing at Temple University with all fees, membership points, and attended at least 100% of chapter meetings during the previous semester.

   4.1A – A minimum of (10) ten points must be achieved for an applicant to be considered. Applicants may request an exemption of requirements from the Election Committee for one requirement.

**Section 1 – Election Review Committee**

The Executive Committee will enlist a committee of (3) three active members to act on behalf of the chapter in regards to matters involving the elections. These members will report directly to the Parliamentarian.

1.1 The Election Committee will review all applications of members seeking election to determine the applying member has met the minimum requirements for election.

1.2 The Election Committee will provide the Chapter Counselor with a list of all members seeking election, along with the members TUID number, and email address.

1.3 The Election Committee will establish a series of dates and times to interview each member seeking election. Members will present their position, and a statement of intent.

   1.3.A Members seeking President and Vice President may be required to interview with the Chapter Counselor or Chapter Assistant Counselor.

1.4 Should an applicant request an exemption of requirement it will be the duty of the Election Committee to review all documents, and meet with the applicant seeking exemption to determine the proper course of action. The Election Committee will then report to the Parliamentarian their findings. The Parliamentarian will then contact the applicant to inform them of the decision.

   1.4.A It will be responsibility of the applicant to arrange a meeting with the Election Committee to discuss the exemption.

   1.4.B The process of exemption will take no longer than (5) business days.

   1.4.C Once a decision has been made the Parliamentarian has (24) twenty-four hours to notify the applicant.
1.5 In the event that the Election Committee identifies an application that has clearly been falsified the following course of action will be required:

1.5.A Notification of infraction will be presented to the Parliamentarian.
1.5.B Parliamentarian will notify the member that their application is under review.
1.5.C A special meeting of the Executive Committee will convene to discuss the infraction.
   1.5.C.1 The Chapter Counselor and/or Assistant Counselor must be notified of the meeting, but are not required to be in attendance. They must however confirm the infraction.
1.5.D The Executive Committee with the Election Committee will determine the accuracy of the infraction, and the proper course of action.
1.5.E It will be the responsibility of the President to notify the member of the details of their infraction, and the recommended course of action.
   1.5.E.1 The member will have an opportunity to appeal the decision, and meet with the Executive Committee prior to any reprimands being placed into effect.
1.5.F This process may take no longer than (1) one week from discovery of infraction.

Section 2 – Declaration of Candidacy

2.1 Candidates must be active members, having been part of the Alpha Alpha Nu Chapter for a minimum of one (1) full semester.
2.2 Candidates will provide the Executive Committee with a copy of their resume, and a statement of intent addressing the position sought.
2.3 Executive Committee will provide all active members with a list of candidates, their resumes, and statement of intent.
2.4 Any officer seeking reelection must present the Executive Committee with a statement of achievement, an updated resume, and three (3) professional references.
   ~ 2.4.A – President and Vice President may only seek reelection once, all other positions are able for continued reelection.

Section 3 – Election Guidelines

3.1 The Executive Committee will hold a meeting one week prior to the elections to allow all candidates an opportunity to address the membership.
3.2 Day of election the votes will be casted via secret ballot.
   ~ 3.2.A – Any ballot that is left empty will count as no vote.
   ~ 3.2.B – Any ballot that does not clearly identify a selection will count as no vote.
   ~ 3.2.C – Any ballot that is open or appears to have been tampered with will count as no vote.
3.3 Votes will be tallied and reported no later than one (1) week following the election.

Section 4 – Inauguration

4.1 Newly elected officers will be inaugurated at the first meeting of the fall semester.
4.2 Inauguration will be a mandatory meeting for all members of the Alpha Alpha Nu Chapter. New officers will be sworn in per the Kappa Delta Pi guidelines. Any member unable to attend must notify the Executive Committee no less than one (1) week in advance.

Amendment 2 – Meetings and Points System:
Section 1 – Meetings

1.1 Meetings will be held the first week of every month, except January due to Winter Break. There will be four (4) meetings a semester total. The executive board will determine the date and time of the meetings. Attendance is not mandatory but points will be awarded for attending.
1.2 The executive board must meet biweekly.

Section 2 – Points System Overview

The Executive Board believes it is only fair that active members receive cords for graduation. Cords are purchased out of the KDP Alpha Alpha Nu annual budget.

2.1 Members do not have to physically be present in order to earn points.
2.2 Points could be earned through all sanctioned KDP Alpha Alpha Nu events (i.e. bake sales, meetings, initiation, webinars, etc...). The chapter secretary is responsible for keeping track of all points.
2.3 Members must earn ten (10) points each year in order to receive honor cords at graduation. Points must be obtained prior to the end of the member’s final semester.

How to earn points - Points could be earned in KDP events held either at Main or on Ambler Campus:
- Meetings: 2 points
- Initiation Committee: 5 points
- Bake Sale (baking or volunteering): 3 points
- Rubye's Kids: 3 points
- Duckrey Library: 5 points
- Resume Seminar or other seminars/workshops: 2 points
- Literacy Alive meetings: 2 points
- Literacy Alive: 5 points
- Bylaws Committee: 5 points
- Webinars: 2 points