Constitution of Kappa Gamma Women’s Society  
of Wor-Wic Community College

**Article I (Name)** – The name of this organization shall be Kappa Gamma Women’s Society of  
Wor-Wic Community College (also known as KG).

**Article II (Purpose)** - The purpose of this organization shall be to:  
A. To encourage the spirit of true sisterhood at WWCC.  
B. To promote academic excellence and community service.  
C. To represent Kappa Gamma on the campus of Wor-Wic Community College  
D. Finally, the Society shall respect the views of each member while building a better  
community, country, and world.

**Article III (Membership)** –  
Nondiscrimination- This organization shall not discriminate on the basis of age, race, color,  
religion, national origin, ancestry, disability, veterans’ status, sexual orientation, or political  
affiliation.

Section 1: The President shall maintain a minimum of 6 credits a semester at Wor-Wic  
Community College.

Section 2: All remaining officers and voting members of this organization shall be students at  
Wor-Wic Community College.

Section 3: 100% of the members shall be female students at Wor-Wic Community College and  
in compliance with all WWCC policies.

Section 4: Members must be in good standing with the college and KG.

**Article IV (Officers)** – The officers will be president, vice president, secretary, treasurer, social  
chair, memory keeper, designer, fundraising chair, and community service chair.

Section 1: Elections  
Types of elections: General elections will be held to replace officers whose term is due to expire.  
Nomination of candidates: Any voting member can run for any office.  
Time of elections: General elections shall be held during the month of April and any other  
election shall be held as necessary.  
Form of vote: Voting shall be by secret ballot unless there is only one nominee for each office. A  
majority vote of the voting members present at the election shall be required to elect.

Section 2: Term of Office: The elected officers and committee chairs shall assume their duties at  
the close of the installation meeting and shall serve for a term of one year or until their  
successors are elected and installed.
Section 3: Duties of Officers:

President:
1. Shall be the chief executive officer of the organization and shall preside over meetings.
2. Shall submit the names of all officers of the organization to the SGA not more than four weeks after the start of the fall semester.
3. Shall submit additional information as it is required to the Student Activities Office.
4. Shall represent and be a role model that epitomizes the principles of the society.
5. Shall report to SGA meetings the activities of the organization.
6. Shall oversee all recruitment and membership activities.

Vice President:
1. Shall assume the duties of the president in her absence.
2. Shall guide members in becoming leaders, scholars, and becoming effective and contributing members of the society.
3. Shall help implement any programs or activities, and make sure obligations are being completed.
4. Shall represent the organization at the SGA meetings or arrange a substitute.

Secretary
1. Shall keep records; attendance, minutes, graduates information, file all general correspondence.
2. Shall keep records and personal files of Kappa Gamma WWCC members. This includes birth dates, profiles, address, phone numbers, special achievements, recognition, and time schedules.
3. Shall be responsible for handing out an email and phone list.
4. Shall be responsible for writing Thank You cards.

Treasurer:
1. Shall be the financial officer of the organization.
2. Shall keep accurate accounts of all money collected and allocate them appropriately.
3. Shall be responsible for purchases.
4. Shall review the monthly budget report for accuracy.

Social Chair:
1. Shall plan events for recruitment week.
2. Shall facilitate rush week events.
3. Shall plan recruitment and marketing activities to attract potential to new members
4. Shall coordinate social events and activities throughout the year.

Memory Keeper:
1. Shall take pictures at all events.
2. Shall organize photos in an album.
3. Shall keep the membership records.

Section 4: Committees:

Design Committee:
1. Shall create designs for t-shirts, posters, flyers, letters, and other forms of marketing.
2. Shall distribute all marketing materials.
Fundraising Committee:
1. Shall keep record of all fundraising events.
2. Shall collect monies raised to be deposited in club account at the end of each fundraiser.
3. Shall report profits to the treasurer to be recorded.

Community Service Committee:
1. Shall coordinate all community service projects; scheduling a minimum of one per month for a minimum of one hour each.
2. Shall keep log books of all community service projects that Kappa Gamma attends.

Article V (Meetings) –
1. Frequency of meetings: This organization must meet at least 10 times a semester. Written notice of meetings shall be given to all members at least one week prior to meetings. The president or a 2/3 majority of the total voting membership may call an emergency meeting. Written notice of special or emergency meetings shall be given to all members within 24 hours notice.

2. Chapter Meetings: All meetings are mandatory and failure to appear will result in a social penalty. A social penalty is defined as restriction from attending a social activity. Chapter meetings shall be held and conducted as such:
   a. Hold weekly meetings except during holidays and two weeks prior and during final examinations.
   b. The president may call a special meeting and provided notice to each sister at least 24 hours in advance.

3. Summer Meetings:
   a. The chapter will meet at least 3 times during the summer.
   b. Meetings should be held at a specific time and location with an advance notice.
   c. All rules are in effect including obligations.
   d. Meeting will alternate between different locations unless otherwise voted on by the members.

Article VI - Amendments
The following outlines the procedure for amending the constitution.
1. Any member may propose an amendment to the constitution.
2. A special meeting should be called to discuss the amendment(s).
3. A majority vote of attendees is required to approve amendment(s).
4. Any amendment(s) must be approved by Wor-Wic Community College Board of Trustees.
5. The secretary shall revise the constitution.

This constitution for the Kappa Gamma Women’s Society was approved and last revised on the following dates:

**Adopted:** December 11, 2008
**Revised:** _____________