Table of Contents

ARTICLE I ................................................................................................................................................................................... 5
NAME .......................................................................................................................................................................................... 5
ARTICLE II .................................................................................................................................................................................. 5
PURPOSE ..................................................................................................................................................................................... 5
VISION ...................................................................................................................................................................................... 6
MISSION ................................................................................................................................................................................... 6
ARTICLE III ................................................................................................................................................................................ 6
OFFICIAL SEAL, SYMBOLS, AND USE OF INSIGNIA ......................................................................................................... 6

Section 1: Seal ........................................................................................................................................................... 6
Section 2: Seal Specifications.................................................................................................................................... 6
Section 3: Use of Sorority Design, Representation and Insignia .............................................................................. 7
Section 4: Intellectual Property ................................................................................................................................ 7
Section 5: Crest ......................................................................................................................................................... 7
Section 6: Colors ...................................................................................................................................................... 7
Section 7: Jewel ........................................................................................................................................................ 7
Section 8: Flower ....................................................................................................................................................... 7
Section 9: Motto ........................................................................................................................................................ 7
Section 10: Hand Sign ............................................................................................................................................... 8
Section 11: Call Sign ................................................................................................................................................ 8
Section 12: Mascot .................................................................................................................................................... 8
Section 13: Misc. Symbols ......................................................................................................................................... 8
Section 14: Brother Fraternity .................................................................................................................................. 8

ARTICLE IV ................................................................................................................................................................................ 8
MEMBERSHIP ............................................................................................................................................................................ 8

Section 1: Eligibility for Membership ....................................................................................................................... 8
Section 2: Pearl Process and Initiations ................................................................................................................... 9
Section 3: Categories of Membership ....................................................................................................................... 9
Section 4: Community Service ................................................................................................................................. 11
Section 5: Membership Status and Revocation ....................................................................................................... 12

ARTICLE V ............................................................................................................................................................................... 12
ORGANIZATION AND GOVERNANCE ................................................................................................................................ 12

Section 1: Organization .......................................................................................................................................... 13
Section 2: Governance ............................................................................................................................................ 13
Section 3: Governance Powers ................................................................................................................................ 15
### Table of Contents

<table>
<thead>
<tr>
<th>Article</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTICLE VI</td>
<td>16</td>
</tr>
<tr>
<td>ELECTIONS AND NATIONAL OFFICERS</td>
<td>16</td>
</tr>
<tr>
<td>Section 1: National Elections</td>
<td>16</td>
</tr>
<tr>
<td>Section 2: Responsibilities of Elected Officers</td>
<td>17</td>
</tr>
<tr>
<td>Section 3: Responsibilities of Appointed Officers</td>
<td>19</td>
</tr>
<tr>
<td>Section 4: Terms of Office and Vacancies</td>
<td>21</td>
</tr>
<tr>
<td>Section 5: Leadership and National Priority</td>
<td>21</td>
</tr>
<tr>
<td>Section 6: Conflict of Interest</td>
<td>21</td>
</tr>
<tr>
<td>ARTICLE VII</td>
<td>22</td>
</tr>
<tr>
<td>NATIONAL LEADERSHIP MEETINGS</td>
<td>22</td>
</tr>
<tr>
<td>Section 1: Regular Meetings</td>
<td>22</td>
</tr>
<tr>
<td>Section 2: Special Meetings</td>
<td>22</td>
</tr>
<tr>
<td>Section 3: President’s Council meetings</td>
<td>22</td>
</tr>
<tr>
<td>ARTICLE VIII</td>
<td>22</td>
</tr>
<tr>
<td>CHAPERS</td>
<td>22</td>
</tr>
<tr>
<td>Section 1: Charter</td>
<td>22</td>
</tr>
<tr>
<td>Section 2: Naming of Chapters</td>
<td>23</td>
</tr>
<tr>
<td>Section 3: Good Standing</td>
<td>23</td>
</tr>
<tr>
<td>Section 4: Annual Charter Renewal</td>
<td>23</td>
</tr>
<tr>
<td>Section 5: Suspension, Surrender, Forfeiture of Chapters</td>
<td>23</td>
</tr>
<tr>
<td>Section 6: Omega Chapter</td>
<td>24</td>
</tr>
<tr>
<td>Section 7: Regional Detachment</td>
<td>24</td>
</tr>
<tr>
<td>Section 8: Provisional Charters</td>
<td>24</td>
</tr>
<tr>
<td>ARTICLE IX</td>
<td>25</td>
</tr>
<tr>
<td>CHAPTER FUNCTIONS</td>
<td>25</td>
</tr>
<tr>
<td>Section 1: Bylaws</td>
<td>25</td>
</tr>
<tr>
<td>Section 2: Meetings</td>
<td>25</td>
</tr>
<tr>
<td>Section 3: Chapter Transfers</td>
<td>25</td>
</tr>
<tr>
<td>Section 4: Local Transfers</td>
<td>25</td>
</tr>
<tr>
<td>Section 5: Chapter Records</td>
<td>25</td>
</tr>
<tr>
<td>Section 6: Liability Insurance</td>
<td>25</td>
</tr>
<tr>
<td>Section 7: Stipends</td>
<td>26</td>
</tr>
<tr>
<td>Section 8: Donations and Grants</td>
<td>26</td>
</tr>
<tr>
<td>ARTICLE X</td>
<td>26</td>
</tr>
<tr>
<td>COMMITTEES AND THEIR DUTIES</td>
<td>26</td>
</tr>
</tbody>
</table>
Section 1: Standing Committees ................................................................. 26
Section 2: Special Committees .............................................................. 26
Section 3: Duties of Standing and Special Committees ....................... 27

ARTICLE XI ......................................................................................... 27
AMENDMENTS TO BYLAWS ........................................................... 27
ARTICLE XII ..................................................................................... 27
NATIONAL DISSOLUTION ............................................................... 27

Section 1: Articles of Dissolution ....................................................... 27
Section 2: Assets .............................................................................. 28
The purpose of Kappa Epsilon Psi Military Sorority, Inc., a Florida not-for-profit corporation) the “Sorority” was formed in 2011 for the purpose of uniting women Veterans in Sisterhood by fostering professionalism, social support, ethical behavior, and service to our communities. In accordance with these principles, Kappa Epsilon Psi Military Sorority, Inc., hereby establishes the following Amended Bylaws.

National Leadership, Members, Associate Members, Chapters now existent and Chapters organized hereafter, shall be bound by these Amended Bylaws. These Amended Bylaws are the official operating document of the Sorority, as voted upon by the Executive Board of Directors. To the extent that the Policies and Procedures of the Sorority conflict with these Amended Bylaws, these Amended Bylaws shall control.

ARTICLE I

NAME

The name of Kappa Epsilon Psi Military Sorority, Inc., a Non-Profit corporation, is incorporated in the state of Florida. No abbreviations, departures from, deviations to or variations from the name of this Sorority will be permitted, with exception of the following: Kappa Epsilon Psi Military Sorority Inc., and K.E.Ψ. Military Sorority. Greek Letter: ‘Psi vs. Epsilon.

ARTICLE II

PURPOSE

The purpose of this non-profit corporation is to provide a social entity for women of the U.S. Armed Forces to unite, as stated in the Articles of Incorporation. Kappa Epsilon Psi Military Sorority, Inc. was founded on (3) unique principles: HONOR, UNITE, MENTOR.

Kappa Epsilon Psi Military Sorority, Inc. exists to: HONOR female veterans though service in our communities and nation alike. Kappa Epsilon Psi Military Sorority, Inc. celebrates the contributions, honorable service and accomplishments of U.S. Armed Forces women.
Kappa Epsilon Psi Military Sorority, Inc. exists to **UNITE** current and past women of the United States Armed Forces through sisterhood & service. We seek to unite service members throughout the nation and abroad through work that exemplifies the customary principles on which all branches of the service were founded.

We aspire to **MENTOR** future female leadership through innovative programs & initiatives. This will ultimately allow KEΨ to further the advancement of women in uniform.

**ΚΕΨ VISION**

Kappa Epsilon Psi Military Sorority, Inc. will revolutionize the face of the American female service member, and include the influences and diversity of women who have served and continue to serve with HONOR in service to our nation and communities. To UNITE this illustration of sisterhood throughout the nation and abroad through works that exemplify the customary principles on which all branches of the service were founded. To provide innovative agendas that enhances opportunities to MENTOR to women of all ages regardless of race, color or creed.

**ΚΕΨ MISSION**

The mission of Kappa Epsilon Psi Military Sorority, Inc. is to *Honor* our past female service members, *Unite* present female service members & *Mentor* future leadership.

**ARTICLE III**

**OFFICIAL SEAL, SYMBOLS, AND USE OF INSIGNIA**

*Section 1: Seal*

The Official Seal of Kappa Epsilon Psi Military Sorority Inc., is of the same design, name, location and such other inscription and devices engraved thereon as determined by National Leadership. It shall be affixed to all proper communications, paper and documents of this Sorority deriving from the Office of the President in the performance of her official duties.

*Section 2: Seal Specifications*

The seal shall consist of a Model No. 1; Pocket Seal, with a circumference of 1 5/8”. It shall be imprinted with Kappa Epsilon Psi Military Sorority Inc., Local Chapter name, Establishment year and “OFFICIAL”.
Section 3: Use of Sorority Design, Representation and Insignia

Only the National President and KEΨ Founders may authorize commercial reproduction of the Sorority’s insignia, including the words “Kappa Epsilon Psi Military Sorority Inc.” or “K.E.Ψ.” in which power to authorize may be delegated as deemed necessary.

Section 4: Intellectual Property

Any use of or representation of the Sorority Pin, Crest, Seal, Greek letters “Kappa Epsilon Psi Military Sorority Inc.,” the designation “K.E.Ψ.,” or any other intellectual property of the Sorority for use in connection with internet web sites shall be subject to the requirements of Section 3 above. The Sorority reserves the right to require the removal of any content, information, web page, or website that is determined by the National Leadership to cast the Sorority in a negative light or is otherwise contrary to the ideal of the Sorority, including but not limited to materials deemed to glorify the use of alcohol or controlled substances, or that are demeaning to Sorors or other persons.

Section 5: Crest

The Sorority Crest consists of (5) symbols: Dove, Lamp, Cross, Open Book, and Key Hole. A 2nd crest outlines the 1st crest. The crest design, symbols, colors and layout must NOT be altered in any way at any time. The National crest is identical to the Sorority crest and has a purple circle outlined in gold around it. Only Founders and National Leadership are authorized to wear the National Crest with the circle. The crest design, symbols, colors and layout must NOT be altered in any way at any time. The Sorority’s name, crest and colors may not be changed.

Section 6: Colors

The Sorority Colors are Purple and Rose Pink. The colors may be better defined, but not changed – they must be defined as a shade of purple and pink.

Section 7: Jewel

The Sorority Stone is the cultured White Pearl.

Section 8: Flower

The Sorority Flower is the New Dawn Rose.

Section 9: Motto

Kappa Epsilon Psi Military Sorority, Inc. has two mottos, one open motto and one closed motto. The open motto is taken from Proverbs 31:29. “Many women have done noble things, we excel them all.” The closed motto is explained upon crossing.
Section 10: Hand Sign
The hand sign is explained upon crossing.

Section 11: Call Sign.
KEY-PSI is the official call sign of Kappa Epsilon Psi Military Sorority Inc.

Section 12: Mascot
The official mascot of Kappa Epsilon Psi Military Sorority Inc. is “Rosie the Riveter”.

Section 13: Misc. Symbols
Other symbols used to identify this organization are: Antique Key, open oyster shell, heart lock with keyhole, generic sea shell, Rosie the Riveter, and pearls.

Section 14: Brother Fraternity
Kappa Lambda Chi Military Fraternity, Inc. is the recognized brother fraternity of Kappa Epsilon Psi Military Sorority Inc. The Sorority and Kappa Lambda Chi Military Fraternity, Inc. became constitutionally bound on 9 August 2013. Suspended members are not allowed to attend any and all Kappa Epsilon Psi Military Sorority Inc. or Kappa Lambda Chi Military Fraternity events/functions until the suspension is fulfilled.

ARTICLE IV
MEMBERSHIP

Section 1: Eligibility for Membership
Any woman who is/has honorably serving/served in the United States armed forces is eligible to apply for membership. This includes females who are retirees, veterans and ROTC cadets. We accept women from all services: Army, Navy, Air Force, Coast Guard, and Marines.

Applicants must also agree to act in accordance with our purposes and goals and govern herself according to the following:

1. Be willing to participate in Sorority functions and events.
2. Be able to meet the financial obligations of the Sorority.
3. Maintain honorable service in the US Armed Forces, or have served honorably.
4. Successfully complete the Pearl Process.
Section 2: Pearl Process and Initiations

The Pearl Process is the official initiation process into Kappa Epsilon Psi Military Sorority. The Pearl Process must be completed by all applicants in order to become a member. Local Chapters will conduct the Pearl Process in accordance with the Pearl Process (PP) SOP and national directives. Changes are NOT permitted to the Pearl Process unless submitted to National Leadership for approval by the Founders.

A drop from the Pearl Process requires the review by the PP Director, National Membership Coordinator and approval by the National Vice President. Notification to the PP Director and National Membership Coordinator will be furnished upon approval or denial by the National Vice President.

Section 3: Categories of Membership

There are three categories of membership: 1. Members in good standing; 2. Members not in good standing; 3. Honorary Members. Members may also choose to disaffiliate from the organization. These categories and actions are defined as follows:

Members in Good Standing

Members in this classification are those whose dues are current. These Sorors are eligible to be considered for: National Leadership, Committee Chair appointments, membership voting/referrals, Pearl Process leadership (Big Sister/Dean) roles, and can refer candidates. Members in good standing are also entitled to attend organizational functions and events, such as, initiations, fundraising events, community service, and Soror bonding events. Members in Good Standing are NOT entitled to vote on issues that are specifically reserved for National Leadership and the Board of Directors.

Members Not in Good Standing

Members NOT in Good Standing may find themselves in this category for several reasons. The most common reason is non-payment of dues. However, there are instances when a member whose dues are current may NOT be in Good Standing. (See below for a list of circumstances that may render a member to be NOT in Good Standing.) Members not in good standing will NOT be permitted to wear Kappa Epsilon Psi Military Sorority Inc. paraphernalia to include letters, colors, or the membership pin. They will also be excluded from all organization sponsored events (i.e., Pearl Process meetings, Leadership Conferences, Annual Reveille, Sorority initiations, or dedication ceremonies) to include any and all Kappa Lambda Chi Military Fraternity Inc. sponsored events until they return to a favorable status. Members in this category may not be considered for National Leadership positions, Committee Chair appointments, membership voting/referrals, Chapter Leadership positions, Pearl Process leadership (Big/Dean), and she may not make candidate referrals.
1. Circumstances that may render a member NOT in Good Standing include but are not limited to: A Soror whose annual dues are not current or fails to pay any fines imposed by the Sorority within the specified time.

2. Soror under investigation.

3. Any initiated member who has been placed on probation or suspension for disciplinary actions.

**HONORARY MEMBERS**

Petition for Honorary membership status must be submitted to the National Historian at least (6) months prior to Reveille for National approval. The National Historian will review and validate packets for completion. The National Historian processes all applications through the National Membership Coordinator and circulates the name(s) and packets of applicants to the National Leadership for consideration and acceptance into the Honorary Member Program. National Leadership will vote on the nominees for membership during the quarterly leadership meeting, prior to Reveille. The National President or Vice President will be the officiating officer for induction as an Honorary Member. Induction procedures shall be found in the Honorary Membership Manual and Ritual Guide.

**Honorary Members:**

1. Female service member and/or;

2. Have served in the WAC or WWI/WWII auxiliary unit (or);

3. Can be a member of the Local, State or National Government that supports the women veteran platform and/or military families;

4. Ensures that the contributions to the community supports, benefits and aligns with Kappa Epsilon Psi mission, values and goals.

**Powers of Honorary Members:**

1. Have speaking privileges at all meetings;

2. Be referred to as an Honorary Member, not as a KEΨ Sister/Soror;

3. Receive a certificate of honorary status, as well as a gift of appreciation at the induction ceremony.

**Duties of Honorary Members:**

1. To represent the Sorority in a positive image;

2. Build and support relationships within the community in which they live;
3. Must serve as an Honorary Member for at least one full year.

**Honorary Members Cannot:**

1. Vote or hold office;
2. Transition to Traditional Soror;
3. Serve in a dual status at any time;
4. Be an Honorary Member of any other Sorority;
5. Resign Honorary Member Status and reapply for active membership.

**Honorary Membership Benefits:**

1. Does not pay Membership Dues;
2. Does not pay Reveille fees/hotel if inducted during Reveille;
3. Profile listed on the Sorority public page as an Honorary Member.

**Lifetime Members**

The Founders, Yashica Hill and Moneka Smith, are the only “Lifetime Members” of Kappa Epsilon Psi Military Sorority, Incorporated.

**Section 4: Community Service**

All Sorors must complete 60 hours of Volunteer Community Service per year; which amounts 15 hours per quarter (10 of these hours must done with KEΨ). With KEΨ is defined as Volunteer Community Service hours conducted with four (4) or more members of your Chapter/Cluster. Those serving in specific leadership roles (i.e.: National Leadership, Regional Directors, National Committee Advisors, Bigs and Deans) may count this time used toward the furtherance of these roles as Volunteer Community Service hours, with approval.

Community service consists of unpaid activities—time given freely of one’s own will which directly benefits the community, and is intended to promote a selfless contribution, giving back/goodness, and to improve human quality of life for the community and the organization. Community Service must align with the vision and mission of Kappa Epsilon Psi Military Sorority, Inc. Community Service can occur in such fields as literacy training, education (including tutorial services), housing and neighborhood improvement, public services, rural development, and community improvement. As we pride ourselves on being “Women of Service Being of Service”, it is important for Community Service to be a vital part of the fabric of who we are and how we are represented in our communities.
Examples that qualify as volunteer Community Services are as follows, but are not limited to (refer to handbook and Regional Directors):

- Disaster relief or working blood drives at Red Cross
- Serving as a volunteer at the local hospital, medical facilities and Veteran Organizations
- Adopt-a-highway / Community Clean-Up
- Activity benefiting outside groups such as Homeless Shelters, Salvation Army, Habitat for Humanity, Feeding the Valley or a non-profit organization
- Public Library volunteer, assisting teachers or other community entities with clerical activities
- Assisting w/ other Veteran Services/ Employment Resources/ Meals on Wheels

Examples that do not qualify as volunteer community services are as follows but not limited to (refer to handbook and Regional Directors):

- Assisting with a Chapter/Cluster Interest Meeting or Rush
- Coaching your child’s school sport activities; Teaching Sunday School Class
- Handing out medicine at the Pharmacy (VA, or your place of work)
- Setting up events for your Chapter/Clusters
- Court ordered Community Services
- Bringing and/or serving food and drinks at your child’s school or church sporting event

Section 5: Membership Status and Revocation

The Executive Board of Directors (National Leadership) reserves the right and has the sole authority to revoke membership status. Sorors are subject to membership revocation or a denial of membership for the upcoming year; if a Soror is deemed to no longer support the mission, vision and priorities of the organization. Revocation of membership status is permanent and will not be reconsidered under any circumstances.

ARTICLE V

ORGANIZATION AND GOVERNANCE

The concept of starting an organization that caters exclusively to military women has materialized into the extraordinary vision and mission of (2) two phenomenal women, Yashica Hill and Moneka Smith.
The Founders, Yashica Hill and Moneka Smith, will remain lifetime members of the Kappa Epsilon Psi Military Sorority, Inc., and continue to serve on the Board of Advisors (BOA), as Senior Advisors, throughout the existence of the Sorority. The Board of Advisors will consist of the Founders and hand-selected leaders by the Founders, who have served and completed a successful term of office. The Board of Advisors shall provide advice, direction, and support the Executive Board of Directors.

Section 1: Organization

This Sorority shall consist of National Leadership, Regional Directors, local Chapters, Clusters and Sorors.

Board of Advisors (BOA): Experienced previous leaders of Kappa Epsilon Psi Military Sorority, Inc., that identifies the direction of the organization and advises the Executive Board of Directors on the organization’s way ahead. Board of Advisors can conduct an independent investigation of the National President and make a recommendation to the Founders for removal IAW the National Bylaws, if deemed appropriate. Founders will determine removal.

Board of Advisors Members: BOA will be addressed with “Honorable”; preceding the address, followed by their last name. In the specific case, “Founder” will be the most prestige and remain consistent throughout. All other BOA members will be addressed as “Honorable and Last name”.

Board of Advisors (6) Founders Yashica Hill & Moneka Smith and (4) previously selected Executive Board of Directors who have served successful terms of office within Kappa Epsilon Psi Military Sorority, Inc. BOA members must be selected by BOTH Founders to serve on the advisory board for a tenure of (4) years.

Executive Board of Directors (8) Elected National Officers and National Sergeant at Arms (SAA)

Regional Directors (4)

Section 2: Governance

1. GOVERNING BODY

The governing body of Kappa Epsilon Psi Military Sorority Inc., consists of 4 tiers:

Tier 1: National Leadership Title changes to ‘International Leadership’ after the establishment of Chapter outside of North America.

Tier 2: Regional Directors
Tier 3: Local Chapter (Established when 10 or more members outside of leadership are approved to charter a Chapter and installed.

Tier 4: Provisional Chapter (Established when 10 or more members outside of leadership are approved to charter a Chapter and are in the first 12 months of receiving a charter.)

2. LAWS
The Laws of this Sorority shall consist of Bylaws, Code of Conduct, Summons, Edicts and any additional Policies and Procedures enacted, given verbally or written by or approved by the National President. The National Secretary will distribute messages from National Leadership within seventy-two hours of notification. Each local Chapter is authorized to publish local Bylaws, Code of Conduct, Policies and Procedures that must be approved by National Leadership. These local laws of Chapters must be in accordance with the Bylaws established by the National Leadership of this Sorority and shall not conflict with same, or any local or federal laws.

3. RITUALS, CONFIDENTIALITY, AND PENALTIES
The Founders of this Sorority have established rituals. Established rituals shall NOT be altered, amended or suspended without the expressed permission of the original Founders of Kappa Epsilon Psi Military Sorority Inc.

If at any time, a member is in doubt about the confidentiality of Kappa Epsilon Psi Military Sorority Inc. business, contact the National Vice-President. In no instance should the rituals or business of this organization be discussed with inactive, suspended or expelled members, nonmembers or little sisters prior to their Initiation date.

1. Members are prohibited from discussing the meanings of the Sorority’s hand sign, Greek letters or call with non-initiated members.

2. Disciplinary actions will be taken upon any member who fails to observe these terms as stated above.

4. NATIONAL FOUNDERS DAY
National Founders Day is to be observed annually on April 4th.

5. REVEILLE
Reveille will be considered the Corporation’s required annual meeting, and will held annually during the last weekend in April. Annual Reveille will alternate between Atlanta GA and Orlando FL.
6. PARLIAMENTARY PROCEDURES

In all matters not provided for in the Bylaws and Standing Rules, the Sorority is governed by Robert's Rules of Order, Newly Revised Edition.

Section 3: Governance Powers

1. EXECUTIVE

The Executive powers and authority of Kappa Epsilon Psi Military Sorority Inc. shall be vested in and exercised through the National President except those for which exclusive authority is otherwise delegated in the Bylaws.

2. LEGISLATIVE

The National Leadership of Kappa Epsilon Psi Military Sorority Inc. has the power and authority to:

1. Prescribe such rules and regulations for the supervision and government of National Leadership, Members of National Leadership, Regional Directors, Regions, and local Chapters of the Sorority conducive to the welfare, prosperity and happiness of the Sorority.

2. Grant Charters for the formation of forming local Chapters and to revoke and suspend the same.

3. Enact rules and regulations, issue Edicts and Summons to amend and repeal the same.

4. Try Chapters for violations of the Bylaws, Edicts, and Summons, issue written and verbal warnings and to discipline, censure, reprimand, suspend or expel members.

5. Finally decide all appeals from National Leadership, Members and Local Chapters.

6. Exercise every right of sovereignty within the limits of the Sorority.

7. All power not specifically delegated to the Local Chapters are therefore inherent to the National Leadership.

3. JUDICIAL

The National Vice-President shall exercise the judicial powers or may choose to appoint a delegate. The National Vice-President shall have the power to stand-up committees, such as an investigation committee or advisory board when circumstances arise that require immediate resolution within the organization. The National Vice-President shall enforce the provision of its charge to all portions of the Bylaws, Edicts, Summons, Verbal and written warnings, to hear, try and determine charges for violation of any laws of this Sorority against:

1. A Chapter or Chapters;
2. By a Chapter against its President;

3. By a member of a Chapter or Chapter’s President for misconduct while holding the office of President;

4. Appellant: Embracing all matters of controversy and discipline;

5. Consistent with the National Bylaws of the Sorority, the Founders are delegated voting authority to reprimand and remove the National President for warranted infractions indicative of removal IAW. Upon removal determination, the Founders must ensure that the removal process is IAW judicial procedures outlined in the National Bylaws. If at any time a collapse in leadership occurs with the Executive Board of Directors; the voting authority is delegated to the Board of Advisors. New appointments for the Executive Board of Directors are made by the delegated voting authority of the Board of Advisors. This is the only time the Board of Advisors assumes voting authority.

ARTICLE VI

ELECTIONS AND NATIONAL OFFICERS

Section 1. National Elections

Elections will be held in January biennially via majority online voting; with installation of officers following in April during the Annual Reveille. The Sorority shall have both elected and appointed officers, as follows:

1. ELECTED NATIONAL OFFICERS SHALL BE:
   1. National President
   2. National Vice President
   3. National Secretary
   4. National Treasurer
   5. National Membership Coordinator
   6. National Chief Information Officer
   7. National Chaplain
   8. National Historian

2. APPOINTED NATIONAL OFFICERS SHALL BE:
   1. Vice-President of Operations
2. Sergeant at Arms
3. Regional Director
4. Soror Representatives
5. Training and Development Officer
6. Protocol Officer
7. Public Affairs Officer
8. Legal Officer
9. Equal Opportunity/SASHA Officer

Appointed positions will augment the National Leadership team and provide technical expertise and guidance in the specified areas. Appointments will occur after installation of the new National Leadership.

Section 2: Responsibilities of Elected Officers.

1. NATIONAL PRESIDENT

RESPONSIBILITIES: Act as official spokesperson for all external matters. Presides during all national meetings, calls special/emergency meetings when deemed appropriate. Sign all binding documents and/or contracts. Ensures that KEY complies with local, state, and national laws; and is responsible for renewing Sorority incorporation & trademarks annually. Responsible for ensuring the Sorority Bylaws and policies of the Sorority are fully executed and carried out as outlined in the Bylaws. May appoint committees for any purpose, and oversees all KEY operations. Reviews Sorority finances quarterly with the Treasurer for oversight.

2. NATIONAL VICE PRESIDENT

RESPONSIBILITIES: Serves as the primary point for all internal (Sorority) matters, and the secondary point for contact for all external matters. Responsible for ensuring the operations and assigned duties of the National Leadership are executed as tasked. Serves as disciplinarian and mediator when such occasions warrant action; providing written and verbal reprimand, if required. Ensure coordination of all Sorority-wide activities, events and operations. Ensures all monthly reports are being conducted and objectives are being met. Reports monthly progress of Sorority operations to the National President and makes recommendations on the way ahead. Presides in the absence of the National President and conducts meetings, as prescribed. Supervises all committees and appointed officers. Performs such other duties as may be assigned or required by the National President.
3. NATIONAL SECRETARY
RESPONSIBILITIES: Conducts all national level administrative functions and support. Maintains Sorority calendar of events (including meetings, local events and Chapter activities). Records and maintains pertinent information during all leadership and official meetings for the Sorority. Maintains accurate Sorority member roster/files; plans and coordinates all logistical support for national meetings. Report on upcoming events, dates of importance, outcome of any recent votes, and the last update to the Sorority roster. Keep an accurate record of all proceedings (minutes and votes) at all meetings of the Kappa Epsilon Psi Military Sorority, Inc. Performs other duties as assigned or required by the National Leadership.

4. NATIONAL TREASURER
RESPONSIBILITIES: Presides over all financial matters pertaining Kappa Epsilon Psi Military Sorority, Inc. Accounts for all Sorority funds; keeps accurate accountability, reporting, conducts financial transactions, disbursements and all financial operations for the Sorority. Conducts annual budgeting, document compilation and record verifications. Presents Sorority status and operational reporting at each meeting; compiles financial records and prepares files for financial audits. Maintain a permanent record with a detailed account of all money received and disbursed. Ensures the integrity of the financial state of the Sorority; ensuring accuracy of all bank statements, transactions and reports all discrepancies to the President. Serves as the advisor and manager of the Resource Committee and technical expert for the Sorority on all financial matters. Oversees the general budget for each committee and program. Performs other duties as assigned or required by the National Leadership.

5. NATIONAL MEMBERSHIP COORDINATOR:
RESPONSIBILITIES: Conducts complete processing and operations for all candidates seeking Sorority membership. Manages and oversees all applicants for national line and local Chapter rosters; contacts references, and notifies candidates of their eligibility for membership. Forwards all eligible applicants (who have met all requirements to start the Pearl Process) to their nearest local Chapter or the designated hosting area. Authorizes all requests for initiations and reviews waivers; manages exceptions to policies and all actions that influence membership and processing. Specializes in systems management and maintenance for the Sorority membership roster. Oversees and conducts all training for membership committee; works closely with Pearl Process to ensure operations of applicant processing. Track status of applicants, report update of membership operations to national leadership; attend all meetings as prescribed. Performs other duties as assigned or required by the National Leadership.

6. NATIONAL CHIEF INFORMATION OFFICER (CIO)
RESPONSIBILITIES: Serves as the technical expert and manager for all IT matters for the Sorority. Maintains all of the Sorority’s official websites; provide social media and security mitigation; maintain the Sorority Information Technology platform, which includes management
of all official accounts. Provides technical support to leadership/Sorority for all Sorority-wide events and activities. Oversees the IT Committee and performs additional IT related tasks as requested by National Leadership.

7. NATIONAL CHAPLAIN
RESPONSIBILITIES: Serves as the liaison for Soror religious wellness and organization climate. Oversees the Council of the Chaplains, Mission and Philanthropy, Charitable Contributions, My Sister's Keeper Initiative, Omega Chapter Advisor and advises the organization on resource/assistance for Sorors. Provides support to Sorors, leaders and within the community in support of the Sorority’s mission. Provides training and resources to maintain a positive climate within the Sorority. Assists in all areas to improve the environment of the organization. Reports to leadership and Sorors on pertinent Soror/Chapter news. Conduct religious and inspirational observances including ceremonies and benedictions at meetings and other events as directed. Performs other duties as assigned or required by the National Leadership.

8. NATIONAL HISTORIAN
RESPONSIBILITIES: Record pertinent Sorority historical information. Maintains an active record of the Sorority timeline. Solicits photos from across the Sorority - initiation photos and any historic details of ceremonies or events. Preserves all records and archives of the organization. Document evolving national leadership and archives the Sorority membership roster. Create an annual scrap book containing a pictograph of each year’s events. Oversee the Honorary Member Program; set standards for honorary membership and approve local Chapters request to initiate honorary members. Performs other duties as assigned or required by the National Leadership.

Section 3: Responsibilities of Appointed Officers.

1. VICE-PRESIDENT OF OPERATIONS
Supervises all committee chairs and executes operational duties as a liaison w/ Regional Directors and National Leadership. Functions as the Sorority’s executive operations officer; ensuring seamless operations at all levels. Performs other duties as assigned or required by the National Leadership.

2. SERGEANT AT ARMS
Performs duties to maintain order and structure within the Sorority at all times. Ensures that official procedures are followed at meetings and all Sorority functions. Instills loyalty and discipline by supporting the mission of the Sorority. Advises local level Sergeant at Arm representatives. Performs other duties as assigned or required by the National Leadership.
3. REGIONAL DIRECTOR (4)
Oversees Sorority standards, training, operations, regional expansion and all matters relating to assigned regions. Must be well versed in Sorority operations. Reports to the VP-Operations to ensure effective and efficient execution of regional operations. Performs other duties as assigned or required by the National Leadership. Performs other duties as assigned or required by the National Leadership.

4. SOROR REPRESENTATIVE - 1, 2, 3, 4 (4)
Liaisons for National Sorors; provides a direct link between national Sorors and Regional Directors. Reports directly to Regional Directors. Performs other duties as assigned or required by the National Leadership.

5. TRAINING AND DEVELOPMENT OFFICER
Senior advisor of all training programs within the Sorority. Responsible for the Sorority’s training and development program. Assesses Sorority needs to drive training initiatives and identify suitable training solutions for Sorors at all levels. Establishes all SOPs, policies and guidance for training programs within the Sorority; performs quality assurance checks to ensure effectiveness of the Sorority’s training program. Performs other duties as assigned or required by the National Leadership. Must have served successfully as a Big and Dean of Pledges; understanding the Sorority’s Pearl Process. Position may involve travel.

6. PROTOCOL OFFICER
Plans and organizes protocol for official events within the Sorority; providing advisory or consulting services related to protocol matters. Establishes set guidance, policies and protocol requirements concerning the guests and seating for Sorority functions and events. Advises National Leadership on dress code for official Sorority events and the type of gifts to be offered to guests or recipients. Performs other duties as assigned or required by the National Leadership.

7. PUBLIC AFFAIRS OFFICER
Effectively communicates (internally and externally) to address and neutralize all matters related to communications, relations and media. Develops a strong working relationship with Sorors, external agencies and media representatives as well as serving as liaison with civilian organizations and other groups to accurately share information without jeopardizing the organization or its brand. Performs other duties as assigned or required by the National Leadership.

8. LEGAL OFFICER
Advises the national leadership on proactive risk management of legal related matters. Serves as a liaison between the leadership and Sorority attorney. Performs other duties as assigned or
required by the National Leadership. Must have experience in the legal field that supports the
duties and responsibilities associated with this position.

9. EQUAL OPPORTUNITY/SASHA OFFICER
Serves as the liaison for all equal opportunity and sexual assault related matters. Evaluates the
climate of the organization and provides training, as applicable. Maintains an effective EO and
SASHA Program for the Sorority. Advise and assist leaders/ Sorors at local levels to improve
conflict resolution and diversity matters. Provide feedback to National Leadership on all EO &
SASHA matters. Performs other duties as assigned or required by the National Leadership.
Must be a Certified Equal Opportunity Advisor with a minimum of one year of experience in
this field.

Section 4: Terms of Office and Vacancies.

1. TERM OF OFFICE
A Term of Office for elected and appointed positions is three (3) years. National Leadership can
be elected for two consecutive terms (maximum); serving in an elected National Leadership
position for total of (6) years.

2. APPOINTED AND VACANT POSITIONS
The elected National President will appoint a member to fill vacancies during the year (or) if
vacancies occur following the National elections. The National Leadership will compile a list of
suitable replacements and promote from within to fill all positions. Interested applicants should
be active Sorors which meet the criteria of the position desired.

3. RESIGNATION OF OFFICE
If an officer chooses to resign from her position at the National or Local Chapter; she must
submit a Letter of Resignation to the National President. If a member resigns her seat, she
cannot run for a National Leadership position for two (2) years after the date of resignation.

Section 5: Leadership and National Priority.
National Leadership tasks take priority over local Chapter or committee responsibility. During a
National Leadership member’s tenure, she is prohibited from holding office at the local level
(Chapter), becoming a committee chair, volunteer as a Big Sister/Deans, etc. Sorors who are
committee chairs or members of local leadership agree to relinquish such leadership.

Section 6: Conflict of Interest.
All persons serving in elected or appointed positions with the Sorority shall maintain high
standards of ethical conduct in performing their duties, shall avoid situations where their
financial or personal interests interfere, or appear to interfere, with the interests of the Sorority,
and shall not use Sorority property, information, or position for personal gain. A violation of any
provision of the Sorority Bylaws, Standing Rules and Policies shall be cause for removal from office and shall render such person liable to the Sorority for all sums of money or other things of value received by such person contrary to this Article.

ARTICLE VII

NATIONAL LEADERSHIP MEETINGS

Section 1: Regular Meetings.
Regular meetings of the National Leadership shall be held biweekly at the time and place specified by National Leadership. Regular meeting dates may be changed as needed. National Leadership Meetings are closed to non-National Leadership but minutes of the meeting may be requested in writing by the general membership. Voting on any changes during a regular meeting requires a quorum.

Section 2: Special Meetings.
Special meetings may be called by any member of National Leadership. All members shall be notified of the date, time, place, and purpose of such a meeting in advance; no business may be transacted other than that indicated in the notice. Voting on any changes during a special meeting requires a quorum.

Section 3: President’s Council meetings.
National Leadership meetings are to be held quarterly. All elected National leaders are required to attend.

National Leadership Conferences are held annually during Reveille weekend. Leaders identified by the National President are required to attend.

ARTICLE VIII

CHAPTERS

Section 1: Charter
In order to conduct an official local meeting, Sorors must have authorization from National. A Charter is a legal instrument granting Sorors permission and authority to operate as an organization. It consists of the appropriate wording of such instrument, the signatures of the National President and Vice President and the seal of Kappa Epsilon Psi Military Sorority Inc. Military Sorority, Inc., which issued the Charter with the date and year of said issuance. It also contains the name of the officers of the original set up when the Charter was requested and the
date the Charter is issued. Women wishing to establish a new Chapter of KЕΨ Sorority must follow established procedures as described in the KЕΨ Expansion SOP.

Chapters are prohibited from maintaining independent 501c3s or Incorporations.

Chapters should be referenced as “Executive Committee” and all leadership within the Executive Committee are known as the “Committee Chairpersons”.

**Section 2: Naming of Chapters.**

Chapters will be named by: Military Installation, local city or college campus.

**Section 3: Good Standing.**

For a Chapter to maintain good standing they must:

1. Possess an active charter, renewed annually via the National Website.
2. Not be under investigation
3. Actively meeting to accomplish the mission of KЕΨ

**Section 4: Annual Charter Renewal.**

Each Chapter shall remain chartered as long as it submits a list of officers and a membership roster annually. The required annual renewal fee must be paid or postmarked on or before January 15th of each calendar year. Failure to remit this fee by the above date shall cause the Chapter to be placed on an inactive status for the subsequent year, or until fees have been paid. If any Chapter becomes inactive, it may become active again by submitting the above-required documentation and by paying the franchise renewal fee, and late fee.

**Section 5: Suspension, Surrender, Forfeiture of Chapters.**

**Suspension:** The National President may suspend the charter of a Chapter at any time upon proper cause. If the charter of a Chapter has been suspended for disciplinary reasons, its members cannot be affiliated with any other Chapter until the suspension or disciplinary actions have been resolved.

**Surrender:** The charter of a Chapter can only be surrendered when there cannot be found among its members, members duly qualified, desirous of retaining the same. Written notification for surrendering the charter shall be acted upon with great prudence. If the question of such surrender is to be considered the proposition must be in writing, introduced at a regular meeting and lie over until the next regular meeting. Every member must be duly notified in writing when the proposition will come up for final decision.

1. Contumacy to the National President, presiding authority of Kappa Epsilon Psi Military Sorority, Inc.
2. Violation of the Governing Documents (By-Laws, Edicts, or Summons), disrespectful to anyone on National Leadership and/or violate the verbal and written orders from The National President or National Vice President of Kappa Epsilon Psi Military Sorority Inc.

3. Ceasing to meet as a Chapter for three (3) months.

4. Chapters/Clusters or members that initiate or bring legal action against Kappa Epsilon Psi Military Sorority, Inc. will result in an automatic revocation of charter or revocation or expulsion of membership.

Section 6: Omega Chapter.
The Omega Chapter is reserved for Sorors who have transitioned to eternal rest. No Chapter shall bear the Omega Chapter name.

Section 7: Regional Detachment.
The Regional Detachment is defined as a detachment that is implemented for Sorors who receive an exception to policy and are not placed within a chapter or regional location, due to the constraints of their official duties, employment, deployment status, short tour of duty or geographical location. The Regional Detachment will be managed by an appointed Regional Director and Soror Representative. All policies, procedures, requirements for active status and annual dues are required for Sorors assigned to the Regional Detachment.

Geographical locations that are not strategically accessible to a Chapter/Cluster within their region; may also apply for a regional exception for the Regional Detachment. Exceptions are granted on a case by case basis and must be verified with supporting documentation.

A member of the Regional Detachment shall remit annual dues IAW the national treasury guidance.

A member of the Regional Detachment shall have the same rights and privileges as all active members within Kappa Epsilon Psi Military Sorority, Inc.

Section 8: Provisional Charters.
1. Provisional Charters may be granted under the following terms:
2. Probation for a period of (1) year
3. May collect dues
4. May establish a bank account
5. Recommendation by Regional Director and National President for permanent Charter after (1) yr.
6. Must be self-sufficient
ARTICLE IX
CHAPTER FUNCTIONS

Section 1: Bylaws.
Each local Chapter shall enact their own Bylaws. Local Bylaws shall not conflict with the National Bylaws of Kappa Epsilon Psi Military Sorority Inc., and must be consistent with local, state, and federal government citizen laws. Prospective Chapters will receive an outline to assist them in formatting their Bylaws.

Section 2: Meetings.
Each Chapter shall hold at least twelve (12) leadership meetings during the fiscal year at which a quorum must be present. One meeting shall be for the election of officers. A quorum for transaction of business by any Chapter shall be 51 percent (the majority) or more of the membership in good standing of the Chapter.

Section 3: Chapter Transfers.
A Chapter must be in good standing to accept a transferring Soror. The transferring Soror must not be on any disciplinary probation or under investigation. The transferring member loses seniority (any office, committee, or leadership position) she may have held at her previous Chapter. Chapters may only accept members that are in good standing regardless of the original Chapter’s notes. A Soror desiring to transfer to a new Chapter will follow transfer policies and procedures, as outlined. All Chapter transfers are processed through the Regional Director.

Section 4: Local Transfers.
Active Sorors visiting a local Chapter may attend up to three (3) local meetings annually without paying a local Chapter fee. Upon the 4th meeting, the Soror must pay the fee or discontinue attending meetings.

Section 5: Chapter Records.
Chapters will electronically record Chapter member’s track record: (attendance, service hours, leadership position, training, regional events attended and more. This will aid Sorors when transferring, and should also be saved in a Soror passport book.

Section 6: Liability Insurance.
Each Chapter shall be covered by general liability insurance under Kappa Epsilon Psi Military Sorority, Incorporated.
Section 7: Stipends.
Stipends may be granted at the discretion of the Executive Board of Directors.

Section 8: Donations and Grants.
All Chapter monetary donations and grants in excess of $500 will be reported to the national Treasury for visibility.

ARTICLE X
COMMITTEES AND THEIR DUTIES

Section 1: Standing Committees.
The standing committees of KEΨ Sorority shall be:

1. Reveille Committee
2. Mission and Philanthropy Committee
3. Paraphernalia Committee
4. Pearl Process Committee

Section 2: Special Committees.
The following Special Committees will be appointed by the National President as deemed appropriate:

1. Investigation Committee
2. Elections Committee (Activated in the Winter of each election year)
3. Bylaw Committee
4. Expansion Committee
5. Membership Committee
6. Newsletter Committee
7. Resource Management Committee
8. Auditing Committee
9. IT Committee
10. Public Affairs Committee
Section 3: Duties of Standing and Special Committees.

1. The Committee/Initiative chair must host at least one meeting monthly and will provide meeting minutes/notes from each meeting within (3) business days.

2. The Committee/Initiative should provide a meeting calendar/schedule to the National Secretary, Operations Officer or its delegated National Leadership Advisor.

3. Each Committee/Initiative chair reports directly to the Operations Officer or its delegated National Leadership Advisor.

4. The Committee/Initiative chair will submit proposals directly the Advisor to the Operations Officer, prior to being made public.

5. Changes to any established protocols or manuals must be approved by National Leadership before enacted by the National President.

6. Advisor. Advisors will submit a written report to the Operations Officer of committee statuses.

7. Committees can hold fundraisers (once approved) to fund special activities.

ARTICLE XI

AMENDMENTS TO BYLAWS

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by the vote of a two thirds majority of the number of Directors in office, provided that all Directors have been given thirty (30) days advance notice of the meeting and such notice shall contain a copy of the proposed amendment.

ARTICLE XII

NATIONAL DISSOLUTION

Section 1: Articles of Dissolution.

Dissolution is a legal process that results in the termination of the legal existence of a Non-Profit Corporation. This organization shall be dissolved when the articles of dissolution are filed with Secretary of State in Florida. Such articles shall include the name, a statement that the resolution was duly adopted by the membership, a copy of the resolution authorizing the dissolution and a statement that the notice to the Attorney General has been delivered.
Section 2: Assets.

In the event of the dissolution of Sorority, money and other assets remaining after payment of legitimate debts shall be remitted to: Women’s Veteran Memorial Arlington, VA.
POLICIES AND PROCEDURES

OF

KAPPA EPSILON PSI MILITARY
SORORITY, INC.
Table of Contents

I. Membership Application Process ................................................................. 4
II. Pearl Process .......................................................................................... 5
III. The New Dawn Rose (Sister2Sister) Mentorship Program ..................... 6
IV. Honorifics ............................................................................................. 6
V. National Officers Position Qualifications and Requirements .................. 7
   Section 1: Elected Officers Position Descriptions ........................................ 7
VI. National Officers Elections Procedures and Requirements ................. 13
   Section 1: Procedure ............................................................................... 13
VII. Chapters .............................................................................................. 13
VIII. Leadership Disciplinary Procedures ................................................... 14
   Section 1: Disciplinary Actions of National Leadership ............................ 14
IX. Financial Policies ................................................................................... 14
   Section 1: Florida Statute 617 Requirements ........................................... 14
   Section 2: Standards of Ethical Financial Behavior .................................... 16
   Section 3. Financial Requirements ......................................................... 17
   Section 6: Membership Dues ................................................................... 19
   Section 7: Parties NOT required Membership Dues ................................. 19
   Section 8: Fee schedule ......................................................................... 20
   Section 9: Revenue ................................................................................. 20
   Section 10: Travel Expenses incurred on Behalf of Sorority Business ...... 20
   Section 11: Fiscal Year .......................................................................... 21
   Section 11: Fundraising ......................................................................... 21
X. Discipline of Members Overview ............................................................ 21
XI. Disciplinary Procedures .......................................................................... 24
   Section 1: National Notification ............................................................. 24
   Section 2: Offenses ................................................................................ 24
   Section 3: ............................................................................................. 25
   Section 4: ............................................................................................. 25
   Section 5: ............................................................................................. 25
   Section 6: ............................................................................................. 25
   Section 7: ............................................................................................. 25
   Section 8: ............................................................................................. 26
   Section 9: ............................................................................................. 26
Policies and Procedures

Of

Kappa Epsilon Psi Military Sorority, Inc.

The Policy and Procedures Manual of Kappa Epsilon Psi Military Sorority, Inc., a Florida not-for-profit corporation (the “Sorority”) is not intended to be an all-inclusive list of policies and procedures of this organization. However, it is a guide to set forth the guidelines under which the Sorority operates. The Executive Board of Directors of the Sorority reserves the right to make additions, amendments, and/or changes to this manual, at any time. All additional policies and procedures of the Sorority are available on the official sorority site for further reference.

I. Membership Application Process

1. Receipt of Applications: All applications must be completed online at www.militarysorority.com. ALL required documents must be uploaded with the application.

2. Background Check: Background checks will be completed for ALL candidates. Once a favorable background check is conducted the application will continue through the process. Should a background check reveal unfavorable actions, that applicant will be emailed a rejection letter via Wild Apricot (Membership Software/Database).

3. Application Screening: Screen all applications for the applicant’s location. Applicants that are within a 50-mile radius of a Chapter will have their applications sent to that location. Applicants that are not within a 50-mile radius of a Chapter will have their applications processed by the National Membership Team and sent to the Regional Director of that State for processing.

4. The National Membership Team will screen applications for all required documents. If the application is missing any required documents, the applicant will be notified via email and be given 24 hours to submit the required documents or a rejection letter will be sent via Wild Apricot (Membership Software/Database).

5. Interviews: Once an application is accepted, the National Membership Team will email the applicant to schedule an interview. Time blocks will be on a first come first serve basis. Reference Email: The National Membership Coordinator, Assistant National Membership Coordinator or a designee from the National Membership Team will request a character reference memo to the references of all non-active duty applicants.
6. Accept/Reject Letter/Invoice

   a. Upon receipt of the Accept/Reject rosters from Regional/Chapter MCs, the National Membership Coordinator, or Assistant National Membership Coordinator will send an acceptance letter and invoice to applicants that were accepted via Wild Apricot (Membership Software/Database).

   b. Applicants that are not accepted will receive a rejection letter via email from the National Membership Coordinator, or Assistant National Membership Coordinator via Wild Apricot (Membership Software/Database).

7. Monitor Wild Apricot for Payment: The National Membership Coordinator, Assistant National Membership Coordinator, or a designated member of the National Membership Team will monitor Wild Apricot to determine which applicants have paid their Pearl Process fees.

8. Adding names to Pearl Process Lines: Once the National Membership Team verifies receipt of the applicant’s Pearl Process fees, the applicants will be added to their respective Pearl Process line.

II. Pearl Process

The Pearl Process (PP) is the official initiation process into the Sorority.

The purpose of the Pearl Process is to identify women who support the principles of the Sorority, in preparation of active membership. The Sorority has adopted a process that allows each candidate to be assessed, both individually and collectively. Each phase of the Pearl Process has a subject, goal, and task that must be successfully completed.

A drop from the Pearl Process requires a review by the PP Director, National Membership Coordinator and approval by the National Vice President. Notification to the PP Director and National Membership Coordinator will be furnished upon approval or denial by the National Vice President.

The Pearl Process must be completed by all applicants in order to become a member. Local Chapters will conduct the Pearl Process in accordance with the Pearl Process SOP and national directives. Changes are NOT permitted to the Pearl Process unless submitted to National Leadership for approval by the Founders.
III. The New Dawn Rose (Sister2Sister) Mentorship Program
The goal of this program is to further the development of newly initiated Sorors, as they embark on a NEW DAWN (new beginning) of being members of Kappa Epsilon Psi. New Initiates within week four (4) of the Pearl Process and newly initiated Sorors with less than 6 months of membership will be automatically assigned a Mentor for a period of one (1) year to continue membership education and development.

The purpose of the New Dawn Rose Mentorship (Sister2Sister) Program is vital to foster an environment encouraging Sorors to excel at all things. All new members will become aware of the level of excellence and participation they must maintain.

The objective of the Mentorship Program is to encourage Sorors to grow personally and professionally; increasing leadership capabilities to promote a learning environment that will encourage Sorors to embrace responsibility for the protection of the sorority and Elite Professional Etiquette.

The intent of the New Dawn Rose (Sister2Sister) Mentorship Program is:

- To develop active members of the organization;
- To enhance sorority education;
- To provide a communication link between the Chapter and the new Soror;
- To provide a role model for behavior, one-on-one relationships, and socialization;
- To establish a positive, informal avenue for accountability.

IV. Honorifics
The Founders of Kappa Epsilon Psi Military Sorority, Inc., will be addressed with “Founder” preceding the address, followed by their last name.

National Elected Officers of Kappa Epsilon Psi Military Sorority, Inc., will be addressed with “Madam” preceding the address, followed by the position title.

Regional Directors of Kappa Epsilon Psi Military Sorority, Inc., will be addressed with “Director” preceding the address, followed by their last name.

Chapter Presidents (Chartered Only) of Kappa Epsilon Psi Military Sorority Inc., will be addressed with “President” preceding the address, followed by their last name.

Additional appointed and local positions within Kappa Epsilon Psi Military Sorority, Inc., will respectfully address members with the term “Soror” preceding the address, followed by their name.
V. National Officers Position Qualifications and Requirements

Section 1: Elected Officers Position Descriptions

1. NATIONAL PRESIDENT

Requirements to run for office: All candidates who wish to run for the National President must obtain a written endorsement from the National President or Vice President. In addition to the above requirement, a candidate MUST meet the following UNWAIVERABLE requirements:

Note: Major time commitment required.

QUALIFICATIONS:

✓ Must be an active Soror in the sorority for a minimum of 12 months in good financial standing
✓ Served successfully in a leadership position within the sorority for a minimum of 18 months (National or local level elected leadership position; i.e.: National/Chapter President, VP, Secretary, Treasurer, MC, etc.)
✓ Possess a Master’s Degree from an accredited college or university (Provide a copy of transcript or Graduate Degree)
✓ The successful candidate must have military professional experience of any technical background serving or have served in the rank of an Officer, Warrant Officer or Senior NCO (E7 or above).
✓ The successful candidate must have a minimum of five (5) years of increasingly responsible and professional experience at a management level; has directly supervised a minimum of 25 subordinates
✓ Must have a proven track record in effective communication, community relationships, personal community engagement and be well versed in the development of action plans to meet organizational goals
✓ One personal and professional recommendation from a party that can attest to candidate’s skills to perform the duties of this position.
✓ Must be able to travel and attend mandatory quarterly leadership meetings; attend mandatory conference calls bi-weekly and visit local areas, as directed or appropriate.
Successful Candidate:

a) A proponent of open and transparent leadership by proactively seeking opportunities to communicate in multiple forums and encourage participation and input.

b) Committed to the development of a diverse group of Sorors and has a proven track record of enhancing diversity in the workplace.

c) Well versed at building bridges and knitting relationships among multiple diverse stakeholders and skilled at diplomatically engaging with individuals, community groups, local governments, military services, veteran’s agencies, business leaders, regional, state and federal authorities in order to leverage opportunities and mitigate challenges.

d) Supportive of initiatives for fundraising, business and encourages innovative businesses policies.

e) Collaborate with longstanding partners such as the Chamber of Commerce, NAACP, Nonprofits, area local governments, colleges, small businesses, and other sororities and philanthropic organizations.

f) Talented at brokering relationships for economic development including new and redevelopment opportunities and has a track record of successful economic development ventures.

g) Committed to keeping members informed on pending and/or emerging issues, and working to reach consensus on priorities for action.

h) A creative thinker in assessing ways to increase revenue and manage expenses while keeping dues manageable.

i) A compassionate leader, able to effectively recruit, retains, manage, develop and engage talented members to deliver excellent customer service to Sorors.

j) An excellent communicator, both verbally and in writing, and possesses well developed interpersonal skills and abilities.

k) Accountable and holds high expectations of self and others while also being an effective and respected leader.

l) A skilled financial manager and budget developer.

m) Active and visible in the community through volunteerism and attendance at public events and accessible by the sorority members.

2. NATIONAL VICE PRESIDENT

Requirements to run for office: All candidates who wish to run for the National Vice President must obtain a written endorsement from the National President or Vice President. In addition to the above requirement, a candidate MUST meet the following UNWAIVERABLE requirements:
Note: Major time commitment required.

QUALIFICATIONS:

✓ Must be a Soror for a minimum least 12 months and in good financial standing
✓ Served successfully in a leadership position within the sorority for a minimum of 12 months (National or local level elected leadership position; i.e.: National/Chapter President, VP, Secretary, Treasurer, MC, etc.)
✓ Possess a Bachelor’s degree from an accredited college or university (Provide a copy of transcript and/or Undergraduate Degree)
✓ The successful candidate must have at least three (3) years of increasingly responsible professional civilian experience as a Department Head, Assistant Manager; managed of a minimum of 10 employees
✓ The successful candidate must have military professional experience of any technical background, currently serving or have served in the rank of a Senior NCO (E7 or above) or Officer Grade
✓ Must have a proven track record in effective communication, community relationships, personal community engagement, leading cohesive and strategic change; demonstrates visionary leadership and being well versed in the development of action plans to meet organizational goals
✓ One personal and professional recommendation from a party that can attest to candidate’s skills to perform the duties of this position
✓ Must be able to travel and attend mandatory quarterly leadership meetings; attend mandatory conference calls bi-weekly and visit local areas, as directed or appropriate

The Successful Candidate is:

a) 2nd in charge and assumes the role as President in the absence of the National President, without compromising the mission of the organization. Competent and knowledgeable individual that can flawlessly execute the duties and mission of the President with minimal supervision or guidance.

b) A proponent of open and transparent leadership by proactively seeking opportunities to communicate in multiple forums and encourage participation and input.

c) Committed to the development of a diverse group of Sorors and has a proven track record of enhancing diversity in the workplace.

d) Adept at building and knitting relationships among multiple diverse stakeholders and skilled at diplomatically engaging with individuals, community groups, local
governments, military services, veteran’s agencies, business leaders, regional, state and federal authorities in order to leverage opportunities and mitigate challenges.

e) Supportive of initiatives for fund raising as well as business and would encourage innovative business policies.

f) Committed to keeping members informed on pending and/or emerging issues, and working to reach consensus on priorities for action.

g) A creative thinker in assessing ways to increase revenue and manage expenses while keeping dues manageable.

h) A compassionate leader, able to effectively recruit, retain, manage, develop and engage talented members to deliver excellent customer service to Sorors.

i) An excellent communicator, both verbally and in writing; Possesses well developed interpersonal skills and abilities.

j) Accountable and holds high expectations of self and others while also being an effective and respected leader.

k) Active and visible in the community through volunteerism and attendance at public events and accessible by the members Sorority.

3. NATIONAL SECRETARY

Requirements to run for office. All candidates must meet the following requirements:

Note: Major time commitment required.

- Must be a Soror for a minimum least 12 months and in good financial standing
- Possess a minimum of an Associate Degree
- The successful candidate must have at least three (3) years of increasingly responsible professional civilian experience as a Department Head / Manager (or) have military professional experience of any technical background, currently serving or have served in the rank of a Senior NCO (E7 or higher) or Officer Grade
- Must be able to travel and attend mandatory quarterly leadership meetings; attend mandatory conference calls bi-weekly and visit local areas, as directed or appropriate

4. NATIONAL TREASURER

Requirements to run for office. All candidates must meet the requirements below:

Note: Major time commitment required.
✓ Must be a Soror for a minimum least 12 months and in good financial standing

✓ Possess a minimum of a Bachelor’s Degree in a Business-related field; candidate may also furnish a transcript with a completion date within one year of Degree in Business related field

✓ Minimum five (5) years of military or civilian experience in field of financial management or accounting

✓ One personal and professional written recommendation from an individual that can attest to candidate’s skills to perform the duties as a National Treasurer

✓ Must be able to travel and attend mandatory quarterly leadership meetings; attend mandatory conference calls bi-weekly and visit local areas, as directed or appropriate

5. NATIONAL MEMBERSHIP COORDINATOR

Requirements to run for office. All candidates meet the following requirements:

Note: Major time commitment required.

✓ Have served as a Soror for a minimum of 12 months

✓ Possess a minimum of an Associate Degree

✓ Served as an assistant to the National Membership Coordinator (or) served as a local Membership Coordinator

✓ Served as a BIG, DEAN (or) member of the Pearl Process Committee

✓ Must possess excellent organizational, computer and time management skills; served or currently serving in the rank of Senior NCO (E7 or above) or Officer Grade

✓ Experience in systems administration and maintenance

✓ Must be able to travel and attend mandatory quarterly leadership meetings; attend mandatory conference calls bi-weekly and visit local areas, as directed or appropriate

6. NATIONAL CHAPLAIN

Requirements to run for office. All candidates must meet the following requirements:

Note: Major time commitment required.

✓ Must be a Soror for a minimum least 12 months and in good financial standing

✓ Actively attending a faith-based church – Letter of Reference required
✓ Institution of higher education – Associate's degree (AA of higher)
✓ Military specialty in field – Chaplain or Chaplain’s assistant
✓ Must be able to travel and attend mandatory quarterly leadership meetings; attend mandatory conference calls bi-weekly and visit local areas, as directed or appropriate

Note: Applicant must provide their willingness to provide services to a multi-religious organization. Some individuals are ordained in one doctrine and must understand that the office of the Chaplain is not be used as a preaching platform. Provide services to women of different religious backgrounds.

7. CHIEF INFORMATION OFFICER
Requirements to run for office. All candidates must meet the following requirements:

Note: Major time commitment required.

✓ Must be a Soror for a minimum least 12 months and in good financial standing
✓ Strong technical related background or experience in IT
✓ Must be able to write html
✓ Must possess excellent organizational, computer and time management skills
✓ Must be able to travel and attend mandatory quarterly leadership meetings; attend mandatory conference calls bi-weekly and visit local areas, as directed or appropriate.

8. NATIONAL HISTORIAN
Requirements to run for office. All candidates must meet the following requirements:

Note: Major time commitment required.

✓ Must be a Soror for a minimum least 12 months and in good financial standing
✓ Experience in related background
✓ Must possess excellent organizational, computer and time management skills
✓ Must be able to travel and attend mandatory quarterly leadership meetings; attend mandatory conference calls bi-weekly and visit local areas, as directed or appropriate.
VI. National Officers Elections Procedures and Requirements.

The National Elections Committee will be identified by the Founders. Being a member of our sorority's National Leadership is both, rewarding and challenging. During the election process, the Election Committee will serve as the primary point of contact.

The committee will provide guidance throughout the entire process. They will be responsible for ensuring the entire election process is executed in accordance with this published guidance; as well as receipt of election packets, verification of criteria and applicant information, ballot confirmation, execution of the elections and coordination of the installation of the new National Leadership. During the application cycle, all questions or concerns should be sent to: elections@militarysorority.com.

Section 1: Procedure

1. Initial Application: Sorors interested in running for a National Leadership position in this organization must submit a complete election application w/answers to application questions NLT the date advertised. The Elections Committee will review the applications and post nominees names to the elections website once the completed application has been reviewed, verified and approved for ballot. All packets must be signed by the applicant.

2. Candidate Photo and Personal Motto: Sorors interested in running for a National Leadership position in this organization must submit a photo and personal motto. All candidate photos and personal mottos will be posted on the organizations elections website by the Elections Committee.

Sorors interested in running for a National Leadership position MUST meet ALL of the stated criteria.

Important Note: The responsibilities and qualifications of the elected and appointed positions were recently reviewed and revised during our 2016 Fade to Pink Initiative. The revisions and approved changes to duties, responsibilities and qualifications of each position are reflected herein.

VII. Chapters

1. No Charter shall be issued for the constituting of a new Chapter until such Chapter has met all requirements of the National Expansion Guidelines and SOP; and deposited $200.00 for dispensation and chartering.

2. No future Chapters will be allowed to obtain an EIN or apply for 501c3 nonprofit status. The Chapter will use the organization’s EIN and nonprofit status. In conjunction with the
National Treasurer, the Chapter Treasurer will establish a sub-account under the organization’s primary bank account. The National Treasurer will be granted full access permission for ease of transferring funds between National and the Chapter, and visibility of transactions.

VIII. Leadership Disciplinary Procedures

Section 1: Disciplinary Actions of National Leadership.

A member of the National Leadership can be removed from her office before the expiration of her term, if she fails to remain financial during her term of office; fails to serve diligently either due to a lack of attendance or other; is negligent in fulfilling her assigned duties and/or responsibilities as outlined in these Bylaws; is negligent in fulfilling her assigned or fails to uphold the standards of her office or membership.

Any member of National Leadership found to be in violation of any of the rule, regulations, edicts, Code of Conduct and Bylaws, will be subject to disciplinary actions. The National Vice-President serves as the Primary Disciplinarian for Kappa Epsilon Psi Military Sorority Inc. Members of National Leadership who are being investigated will be given a Letter of Intent by the National Vice President and are temporarily suspended from their position until an investigation is complete. The National Vice President will maintain (2) Investigation Committees at all times. The Investigation Committee will investigate any and all allegations and provide the National Vice President a recommended course of action. In the event, the National Vice President is being investigated, the National Secretary will be elevated to the position of National Vice President until the investigation is complete and recommended actions presented.

IX. Financial Polices

Section 1: Florida Statute 617 Requirements.

The following excerpt from Florida Statute 617 identifies the primary aspects of managing of the finances and disclosure requirements of Kappa Epsilon Psi Military Sorority Inc. Military Sorority, Inc.:

617.0832 Director Conflicts of Interest.—

(1) No contract or other transaction between a corporation and one or more of its directors or any other corporation, firm, association, or entity in which one or more of its directors are directors or officers or are financially interested shall be either void or voidable because of such
relationship or interest, because such director or directors are present at the meeting of the board of directors or a committee thereof which authorizes, approves, or ratifies such contract or transaction, or because his or her or their votes are counted for such purpose, if:

(a) The fact of such relationship or interest is disclosed or known to the board of directors or committee, which authorizes, approves, or ratifies the contract or transaction by a vote or consent sufficient for the purpose without counting the votes or consents of such interested directors;

(b) The fact of such relationship or interest is disclosed or known to the members entitled to vote on such contract or transaction, if any, and they authorize, approve or ratify it by vote or written consent; or

(c) The contract or transaction is fair and reasonable as to the corporation at the time it is authorized by the board, a committee, or the members.

(2) For purposes of paragraph (1) (a) only, a conflict-of-interest transaction is authorized, approved, or ratified if it receives the affirmative vote of a majority of the directors on the board of directors, or on the committee, who have no relationship or interest in the transaction described in subsection (1), but a transaction may not be authorized, approved, or ratified under this section by a single director. If a majority of the directors who have no relationship or interest in the transaction vote to authorize, approve, or ratify the transaction, a quorum is present for the purpose of taking action under this section. The presence of, or a vote cast by, a director having a relationship or interest in the transaction does not affect the validity of any action taken under paragraph (1) (a) if the transaction is otherwise authorized, approved, or ratified as provided in subsection (1), but such presence or vote of such a director may be counted for purposes of determining whether the transaction is approved under other sections of this Chapter.

(3) For purposes of paragraph (1) (b), a conflict-of-interest transaction is authorized, approved, or ratified if it receives the vote of a majority in interest of the members entitled to vote under this subsection. A director who has a relationship or interest in the transaction described in subsection (1) may not vote to determine whether to authorize, approve, or ratify a conflict-of-interest transaction under paragraph (1) (b). However, the vote of that director is counted in determining whether the transaction is approved under other sections of this Chapter. A majority in interest of the members entitled to vote on the transaction under this subsection constitutes a quorum for the purpose of taking action under this section. As used in this subsection, the term “majority in interest” refers to a majority of the voting shares or other voting units allotted to the members.
Loans, other than through the purchase of bonds, debentures, or similar obligations of the type customarily sold in public offerings, or through ordinary deposit of funds in a bank, may not be made by a corporation to its directors or officers, or to any other corporation, firm, association, or other entity in which one or more of its directors or officers is a director or officer or holds a substantial financial interest, except a loan by one corporation which is exempt from federal income taxation under s. 501(c)(3) of the Internal Revenue Code of 1986, as amended, to another corporation which is exempt from federal income taxation under s. 501(c)(3) of the Internal Revenue Code of 1986, as amended. A loan made in violation of this section is a violation of the duty to the corporation of the directors or officers authorizing it or participating in it, but the obligation of the borrower with respect to the loan is not affected.

(1) An officer or director of a nonprofit organization recognized under s. 501(c)(3) or s. 501(c)(4) or s. 501(c)(6) of the Internal Revenue Code of 1986, as amended, or of an agricultural or a horticultural organization recognized under s. 501(c)(5), of the Internal Revenue Code of 1986, as amended, is not personally liable for monetary damages to any person for any statement, vote, decision, or failure to take an action, regarding organizational management or policy by an officer or director, unless:

(a) The officer or director breached or failed to perform his or her duties as an officer or director; and

(b) The officer’s or director’s breach of, or failure to perform, his or her duties constitutes:

1. A violation of the criminal law, unless the officer or director had reasonable cause to believe his or her conduct was lawful or had no reasonable cause to believe his or her conduct was unlawful. A judgment or other final adjudication against an officer or director in any criminal proceeding for violation of the criminal law estops that officer or director from contesting the fact that his or her breach, or failure to perform, constitutes a violation of the criminal law, but does not estop the officer or director from establishing that he or she had reasonable cause to believe that his or her conduct was lawful or had no reasonable cause to believe that his or her conduct was unlawful;

2. A transaction from which the officer or director derived an improper personal benefit, directly or indirectly; or
3. Recklessness or an act or omission that was committed in bad faith or with malicious purpose or in a manner exhibiting wanton and willful disregard of human rights, safety, or property.

(2) For the purposes of this section, the term:

(a) “Recklessness” means the acting, or omission to act, in conscious disregard of a risk:

1. Known, or so obvious that it should have been known, to the officer or director; and

2. Known to the officer or director, or so obvious that it should have been known, to be so great as to make it highly probable that harm would follow from such action or omission.

(b) “Director” means a person who serves as a director, trustee, or member of the governing board of an organization.

(c) “Officer” means a person who serves as an officer without compensation except reimbursement for actual expenses incurred or to be incurred.

Section 2: Standards of Ethical Financial Behavior

1. All members will exercise proper stewardship, care, and due diligence over Kappa Epsilon Psi Military Sorority Inc. funds. ALL funds will be used for the direct support of organization efforts, events, and activities. There are NO exceptions.

2. No portion of organization funds will be used for personal gain or benefit of the Directors, National Leader, Officers, or Board of Directors. If any Director, National Leader, Officer, or Board of Director member is found to have used organizational funds for personal use, they will be immediately removed from their position.

3. No Soror of Kappa Epsilon Psi Military Sorority Inc. may purchase goods or services without prior authority to do on behalf of the Sorority.

4. All funds will be properly accounted for and purposed upon receipt.

Section 3. Financial Requirements

1. Budgets: All National Offices and National Committees are required to submit annual budgets to the National Treasurer Office for review and approval for preparation of sorority budget each calendar year. All budgets are prepared and submitted based on the Treasurer's Budget Guidance.
2. Tax Filing: The National Treasurer Office will file annual taxes on behalf of the sorority based on IRS published deadlines. Based on IRS disclosure requirements, the tax return will be provided to the sorority for information purposes.

3. Audits: The National Treasurer Office reserves the right to determine the appropriate timeframe the Sorority is prepared to undergo an audit from an external accounting firm. Under the authority of the National Treasurer Office, the office may conduct reviews of local Chapter financial records upon notification. The Chapter will receive at least 30 days’ advance notice in writing. The notification letter will outline the purpose of the review and required documentation that must be made available for review. The Treasurer Office reserves the right to fine the Chapter for refusing to provide requested documentation.

4. Kappa Epsilon Psi Military Sorority Inc. and all Chapters shall be self-sustaining. Active Chapters may impose local dues for members within their local Chapter. The local Chapter dues may not exceed the annual initial or renewal National Membership dues.

5. Local Chapters may impose fines within reason. However, fines should be an action of last resort. Verbal, written warnings, and additional Community Service hours should be imposed prior to issuing fines. Fines will not be excessive in nature and will be based on the financial position of the Chapter. Fines will NOT be the primary means to increase the local treasury. Local leaders will use sound, objective, and fair judgment when establishing the fee schedule for fines.

6. Local Chapter Treasurers will submit a monthly financial report regarding the financial status of the Chapter. At a minimum, the monthly financial report will include income and expenses, net losses and or gains.

7. Local Chapter Treasurers are also required to submit annual budgets no later than 31 January of each calendar year to the Regional Director. All budgets are prepared based on the Treasurer's Budget guidance.

8. If financial reports and budgets are not submitted, the National Treasurer's Office reserves the right to withhold funds or fine the Chapter for noncompliance. In extreme cases, the National Treasurer Office may request the charter of the Chapter to be withheld/rescinded.

9. All Chapters will establish accounts with the financial institutional selected by the National Treasurer Office. The National Treasurer will be granted access to the Chapter account to view and transfer funds to the Chapter account.
Section 4: Membership Dues

1. Membership dues are paid to Kappa Epsilon Psi Military Sorority, Inc. annually.

2. Annual dues are good for one (1) calendar year. The dues cycle is from 1 January through 31 December each calendar year. Annual dues are due no later than 31 December of each calendar year.

3. Members will receive no less than 90 days’ notice of dues. The dues notice will go out to the Sorority no later than 1 October of each calendar year. Sorors that cross into Sorority from 1 October until the end of calendar year are NOT required to pay the upcoming year’s dues. For example, if a Soror crosses on 14 November 2017 of the current calendar year, she will NOT be required to pay dues for upcoming 2018 calendar year. Dues are NOT prorated or refunded for any portion of the year.

4. National Leadership reserves the right to assess a late fee to members who fail to renew membership by the established deadline. The late fees will be assessed as follows: January 1: $20.00, February 1: $40.00, March 1: $60.00, and April 1: $75.00 Reinstatement Fee.

5. Sorors that are inactive for over one calendar year are required to pay prior year dues, the current year dues, and reinstatement fee of $75.00 to become financially active again.

6. Sorors experiencing financial difficulty are required to submit hardship requests no later than 30 November of each calendar year. Financial Hardship packages will be prepared and reviewed based on the Financial Hardship Policy for Dues. The Treasurer Office reserves the right to reject incomplete packages or packages received after the deadline.

7. Payments toward membership fees are not transferable to another party or to another dues’ payment period.
   a. During an election period, all persons running for office must have their dues paid in full.
   b. After two returned checks in a fiscal year, check writing privileges (for Chapters or members) shall be revoked and money orders and/or PayPal will be the only acceptable form of payment.

Section 5: Parties NOT required Membership Dues

The Founders and Honorary Members are NOT required to pay annual dues. The 9 Pearls of Wisdom annual dues are reviewed and considered for waiver on an annual basis by the National Leadership based on their prior year’s contribution to the Sorority.
Section 6: Fee schedule

1. Pearl Process Fee: Reviewed annually in September by the National Leadership. Fees are subject to change by two-thirds vote of National Leadership.

2. Membership Dues: Reviewed annually and monitored by the National Treasurer. Dues may be adjusted annually based on emerging financial requirements and subject to change by a two-thirds vote of National Leadership.

Section 7: Revenue

1. For granting a Charter to a new Chapter, the Chapter will receive: A Charter certificate, two (2) copies of the Ritual, two (2) copies of the Bylaws, Treasurer's Handbook, and (1) complete Initiation Kit to be kept with the Chapter.

2. Revenue is received from the following sources and the list below may not be all inclusive. Refer to appropriate local policy for additional guidance regarding specific fees assessed.
   a. Initial Charter and Charter Renewal
   b. Membership Renewal Fees
   c. Member Late Fees and Reinstatement: See Section (4)
   d. Fines
   e. Donations/ Fundraising for activities/events
   f. Sorority Store
   g. Registration Fees

Section 8: Travel Expenses incurred on Behalf of Sorority Business

1. National Leadership will be authorized a travel stipend to support organization activities and events approved by the National President or Vice-President. Authorized travel expenses may include but are not limited to transportation (airfare, parking, rental car and a mileage allowance based on current DoD mileage rates), and lodging only for the period need to conduct KEΨ business.

2. All requests for reimbursement for travel costs will be submitted on the “Request for Reimbursement” form with all supporting documentation to support the expense. If travel funds are needed in advance, the requestor must complete the “Request for Travel Advance Travel Funds” form at least seven (7) working days prior to the event.

3. National Leadership must be cognizant of using travel resources in a prudent manner. Examples of prudent use of resources include rental cars, and staying at moderately priced lodging accommodations. The National Treasurer reserves the right to deny any travel expense deemed excessive or lack of documentation to support the travel expense.
Travel Expenses will be allowed based on the procedures outlined in Kappa Epsilon Psi Military Sorority, Inc. Travel Policy.

4. Chapters/Cluster Treasurer must have allocated funds for authorized travel in their respective budgets.

Section 9: Fiscal Year

1. The fiscal year for Kappa Epsilon Psi Military Sorority Inc. is from 1 January to 31 December each calendar year.

Section 10: Fundraising

1. All fundraising activities will be conducted in accordance with the Kappa Epsilon Psi Military Sorority Incorporated's Fundraising Guidance.

2. Chapter/Clusters are required to notify National prior to entering into nonprofit /corporate/business partnerships or sponsorships. The written request will be in memorandum format. At a minimum, the request for consideration will include but is not limited to the name of the organization and mission of the organization, a detailed explanation how the organization's mission aligns with the Sorority's mission, and nature of the partnership and/agreement.

3. By two-third vote, National Leadership reserves the right to right disapprove the partnership/sponsorship.

X. Discipline of Members Overview

Any member who violates the Sorority’s Bylaws, Policies and Procedures, or Governing Documents as defined in the Bylaws, or who acts in a manner unbecoming of this Sorority or fails to uphold the standards of membership shall receive disciplinary actions such as:

1. Fine

2. Written/Verbal Reprimand

3. Probation

4. Suspension

These disciplinary actions are in no particular order. Disciplinary actions may be imposed synonymously or consecutively.

The disciplinary process is invoked for infractions such as, but not limited to: engaging in, participating in, consenting to, aiding or abetting in any act(s) of hazing or cyber bullying, failure to adhere to the bylaws, rules and regulations, edicts, or anyone who is delinquent for any
sum of money past due to this organization. Infractions also include unsisterly conduct and inappropriate conduct, which are defined as:

**UNSISTERLY CONDUCT**

Speaking rudely, or acting in an insubordinate, disrespectful, or condescending manner to leaders or other Sorors. This is an organization that requires members to behave in an uplifting and supportive manner to your fellow sister and be united to maintain the beautiful BOND of SISTERHOOD. We are women who know that we need the love and support of one another as we continue to face our daily challenges. Our Sorority Promise keeps each of us “United in Sisterhood” and we must continue to be the light in each other’s lives that seal the bond and illuminates the unique beauty of our sisterhood.

**INAPPROPRIATE CONDUCT**

Conduct that is not in alignment with the Sorority’s expectations or standards of an Elite Professional’s behavior, including verbally aggressive behavior.

The following sanctions individually or in combination may be imposed, in no particular order, by the ruling of the National Sorority Leadership for violations of the code of ethics and/or constitution. Specific sanctions are imposed on matters related to Kappa Epsilon Psi Military Sorority Inc. Military Sorority, Inc. Sorority Affairs.

1. **Official Warning:** A written notice to the individual that they are in violation of a stated policy of the Sorority and continuation and/or repetition of the conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action.

2. **Monetary Fine:** A fine, as determined by the National Sorority Leadership, to be paid within a designated period to the Kappa Epsilon Psi Military Sorority Inc. Military Sorority account. This is notwithstanding additional costs for property damage and/or physical injury. An individual may not represent the Sorority or organization in official matters for a designated period.

3. **Loss of Voting Privileges:** Individual may not represent the Sorority or organization in official matters for a designated period.

4. **Social Probation:** Individuals subject to social probation may not be permitted to attend or host ANY events in the name of the Sorority for a defined period or may be prohibited from participating in some or all Sorority/Fraternity or organization events such as Founders Week, or in any activity whereby the individuals are representing the organization in any form, person, groups or organizations for damages incurred because of violation of this the policy. This sanction may be imposed separately or in conjunction with the other sanctions outlined in this Section.
5. **Restitution:** The individual is required to make payment to the other person; groups or organizations for damages incurred because of violation of this the policy. This sanction may be imposed separately or in conjunction with the other sanctions outlined in this Section. Members of the Sorority will be restricted from attending any Sorority/Fraternity events or meetings, wearing the Sorority letters or pin, and from participating in any activity whereby the individual is representing the organization for a specified period.

6. **Individual Sorority Social Suspension:** An individual of the Sorority will be restricted from attending any Sorority/Fraternity events or meetings, wearing the Sorority letters or pin, and from participating in any activity whereby the individual is representing the organization for a specified period.

7. **Membership Probation:** An individual who loses all privileges and Sorority membership, including but not limited to: the right to vote, wearing of the Sorority letters or pin, the right to participate in PNM events, socials and the privilege of participation in Sorority/Fraternity sponsored events. An individual on probation must continue to fulfill all their obligation of membership, to include paying dues.

8. **Letter of Apology:** A letter written to those impacted by the behavior of the individual. The letter indicates that the individual accepts full responsibility their negligence involved in the incident and has remorse for their actions. Another one under this section may accompany this sanction included but not limited to community restitution, mandatory participation in specified community service, educational and/or service training deemed by the National Sorority Leadership with a predetermined calculation of hours/attendance.

9. **Miscellaneous:** Other sanctions may be imposed in addition to, or instead of those sanctions described, including but not limited to community restitution, mandatory participation in specified community service, educational and/or service training deemed by the National Sorority Leadership with a predetermined calculation of hours/attendance.

10. **Fade to Pink-** Kappa Epsilon Psi Military Sorority, Inc., defines “FADE TO PINK” status as a National directive that prohibits the operation, execution or attendance of any Sorority official business, events, activities; to include but not limited to: Community Service, Local Chapter Meetings, Annual Reveille, Initiations, Probates, Fund Raisers, or any associated works of Kappa Epsilon Psi Military Sorority Incorporated. Furthermore, members in this status must not represent Kappa Epsilon Psi Military Sorority in any official capacity; nor wear any Sorority trademarked Paraphernalia at events sponsored by Kappa Lambda Chi Military Fraternity, Inc., as we are constitutionally bound.
11. **Loss of Membership Status:** Expulsion from the Sorority may only be recommended by the Sorority National Vice President, upon the vote of the National Sorority Leadership and final approval from the Sorority National President. The Sorority Leadership makes recommendations for loss of membership status in writing with supporting documentation to the Sorority President. The Sorority National Vice President will contact the Chapter/Cluster Leadership representative of the organization to notify them of the action and solicit assistance in assuring compliance.

**XI. Disciplinary Procedures**

*Code of Procedure*

*Section 1: National Notification.*

1. All complaints and presumed charges against a member of Kappa Epsilon Psi Military Sorority, Inc. must be presented in writing to the Investigation Committee (investigations@militarysorority.com). In the event the complaint and/or charges are against the National President or any member of National Leadership, the complaint should be submitted to the National Vice-President.

2. An investigation is a judicial examination of a complaint for offenses before the Sorority or committee whether they are issues of fact or law.

3. Based on the allegation, and any supporting documents, the Ethics Committee should make the determination as to whether a Soror can remain active during the investigation. Substantial proof must be submitted with the allegation(s) that should be considered.

**IMPORTANT**

All local Chapters, Clusters or entities permitted use of the trademark of Kappa Epsilon Psi Military Sorority, Inc., will fall under the jurisdiction of National Leadership. All investigation of charges and appeals taken in pursuance of this constitution shall be conducted in accordance with the Code of Procedures of Kappa Epsilon Psi Military Sorority, Inc.

*Section 2: Offenses.*

Offenses which subject individuals to investigation and disciplinary actions are:

1. Violations of her obligation, Bylaws, the Policies and Procedures, and Edicts of the National Leadership, or the established laws, usages and customs of the Sorority.

2. Every violation involving immoral conduct or conduct unbecoming of a Soror.
3. Contumacy to the authority of the National President, National Vice President, National Leadership.

4. Departure from the Landmarks of the Sorority.

5. Neglecting to meet as a Chapter as outlined in annual calendar.

**Chapters**

**Section 3:**

No local Chapter shall investigate their President. Members of a local Chapter will refer allegations against their local President to the Investigation Committee for review. The Investigation Committee retains the right to review the charges and make appropriate suggestions to the National President.

**Section 4:**

In cases of a Soror that is the elected President, the Chapter loses Jurisdiction and the charges must be sent to the Ethics committee for investigation. The Vice President shall stand in as acting President until the elected President can be installed.

*Note: National Leadership retains the right to assign the infractions/charges to a committee to review the charges and make appropriate judgment.*

**Section 5:**

Violation of the laws of the land is an offense against the Sorority, and charges must be preferred as though no investigation had taken place in the civil tribunal.

**Section 6:**

Charges against a member having been received and referred to a committee cannot be withdrawn without written consent of the Chapter wherein the charges originated.

**Section 7:**

A member may be tried for conduct unbecoming of a Soror either by the Chapter of which she is a member or within whose jurisdiction days once “opened”.

*Note: If a Soror has posted, written, text anything that is unbecoming of a Soror, at minimum the Soror will be automatically suspended from the Sorority for 30 days prior to the investigation.*
Section 8:

The removal of a member from a Chapter in which they are pending charges does not abate such charges or affect the jurisdiction of the Chapter over her.

Section 9:

The good standing of the accused is not affected until after sentence. She is presumed innocent until proved guilty and may at all times before sentence vote upon all matters not involved in the charges and specifications pending against her.

COMPLAINTS OF CHARGES

Section 10:

Complaints or charges against a member of the Chapter must be presented in writing to the Investigative Committee. Chapters will also document the charges in their Bylaws, since Bylaws are sent to National. The complaint should contain an orderly statement of the facts constituting the offense, and should be brief but comprehensive, avoiding repetitions and clearly defining the offense charged with an accurate specification of the time, place and circumstances of its alleged commission.

Section 11:

Complaints or charges against a member of the Chapter must be presented in writing to the Investigative Committee. Chapters will also document the charges in their bylaws, since bylaws are sent to Nationals. The complaint should contain an orderly statement of the facts constituting the offense, and should be brief but comprehensive, avoiding repetitions and clearly defining the offense charged with an accurate specification of the time, place and circumstances of its alleged commission.

Section 12:

A vote should be made by the Investigative Committee and adopted that the complaint of “charges” be received and referred to a committee to be appointed by the National Vice President for investigation before further proceedings can be had thereon.

Section 13:

A vote should be made by the Investigative Committee and adopted that the complaint of “charges” be received and referred to a committee to be appointed by the National Vice President for investigation before further proceedings can be had thereon.
Section 14:
The complaint need not be copied in the minutes, but its nature shall be entered with the fact of its reception and reference and of the committee appointed by the National President.

Committee of Investigation of Charges

Section 15:
The National Vice President shall appoint a committee of disinterested members of the Sorority as a committee to investigate the charges and before which all testimony, whether of members of the Sorority or other persons, shall be taken.

Section 16:
If a member appointed as a committee member has any cause that would disqualify her from acting, it is her duty to state it openly to the Chapter or privately to the National Vice President, in order that another may be forthwith substituted.

Section 17:
When the committee meets to proceed to investigation, they should organize by appointing one of their members to preside as Chairman. Should they fail to do so, the member first named will preside. They should also choose one of their members to act as a clerk and keep the minutes of their proceedings and of the testimony.

Section 18:
The chairperson shall decide all questions of law and all questions relating to the admissibility of evidence arising in the progress of the hearing, making a full memorandum of each decision when required by the accused of any member of the committee.

Section 19:
The committee should determine at the time the complaint is referred when and where they will be for investigation.

Service of Summons and Charges

Section 20:
It shall be the duty of the National Vice President to immediately issue a summons under the seal of the Sorority; requiring the accused member to appear or make contact with the said committee at the time specified to answer the said charges and a copy of the summons, together with a copy of the charges or complaint, shall be served on such accused person.
**Section 21:**

The accused will be given at least fourteen (14) business days from the day that charges have been brought up against them to respond back, notifying receipt of summons. If receipt of summons isn’t received from the accused, the accused automatically forfeits their investigation and a charge of “Guilty” will automatically be issued. The accused has five (5) business days to request copies of all evidence or statements brought forth regarding the allegations. The accused may be notified via phone, or e-mail. An official notification of the time, place and charges may be sent via United States Postal Service (USPS), or via e-mail to the accused. If the residence and/or e-mail address of the accused is not known and cannot be ascertained, the President shall file a written statement of the fact with the other documents associated with the case.

**INVESTIGATION**

**Section 22:**

An investigation cannot last longer than ten (21) business days once “opened”.

**Section 23:**

If the member appears at the time required and opt to plead “Guilty” to all or some allegations, without going before investigation the committee shall make its report to the Chapter and it shall proceed to administer such punishment as may be determined by the Chapter. The remainder of “Not Guilty” charges may proceed forward to investigation.

**Section 24:**

If the accused fails to appear or answer, the investigation must proceed forward with or without the accused or other members involved. All evidence will be presented and the National Vice President may appoint a competent member to attend the investigation to ensure the accused member has a fair and impartial investigation.

**Section 25:**

Once all evidence is presented and reviewed, the committee chairperson may close the investigation. The committee chairperson must issue the verdict of all charges within five (5) business days after the investigation is closed to the National Vice President. The findings must be read separately to the accused and Chapter Leadership. The findings of the investigation and/or disciplinary action MUST be voted on. Once national has voted, the accused must be informed within five (5) business days of the decision, in the same manner they were notified of presumed charges.
APPEAL

Section 26:

The accused has fourteen (14) calendar days to inform the committee chairperson of an appeal after notification of the verdict. The accused has thirty (30) calendar days after notification of the verdict to submit the appeal. The appeal must be sent via electronic mail to keyinvestigations@militarySorority.com.

Section 27:

The Chairperson must submit the appeal to the National President within 48 hours of receipt from the accused. The President must notify the National Leadership that an appeal has been received and will be presented at the next special meeting. The National President may request more supporting information in the appeal from the accused. Once the National President accepts the appeal, it will be returned to the chairperson and the chairperson must inform the accused it was accepted and when a closed review will be conducted. The accused is not allowed to attend the closed review. The National President will hold the closed review within fourteen (14) calendar days of receipt. The closed review will last no longer than (5) business days. If changes are made to the verdict resulting from the appeal the accused must be informed within five (5) business days. If no changes resulted from the appeal the accused must be informed within five (5) business days.

Section 28

A second appeal shall not be submitted unless new evidence is presented. It is at the committee’s sole discretion either to accept or decline the second appeal with new evidence. This decision does not require a vote by the Chapter.

PUNISHMENT AND RESTORATIONS

Section 29:

Punishment shall be according to the nature and degree of the offense under the following heading:

A. Censure
B. Reprimand
C. Exclusion
D. Suspension, definite or indefinite
E. Expulsion

Section 30:

The infliction of fines or penalties is contrary to the spirit of the Sorority.
CENSURE

Section 31:

Censure is the mildest form of punishment that can be inflicted and may be defined as a formal expression of disapprobation without other results than the effect produced upon the feeling of the person censured.

Section 32:

The censure of a member for any violation of duty is to be adopted in the form of a resolution, which simply expresses the fact that the Sorority disapproves of the conduct of the member in a particular act. It may be adopted by a bare majority, and does not demand the operation of this penalty: a member is for the time prohibited suspended from all Sorority/fraternity activities. Such a person holds no Sorority communication.

REPRIMAND

Section 33:

Reprimand is the next highest grade of punishment and may be defined as a severe reproof of some fault formally communicated by the offender. It must be preceded by an investigation. A reprimand may be private or public. Private reprimand generally communicated to the offender in the form of a letter. Public reprimands are given orally with the Chapter present. The President or her designee may be given this task. A reprimand does not affect the standing of the person reprimanded.

SUSPENSION

Section 34:

Suspension is the deprivation of the rights and privileges of the Sorority. It is only inflicted when the offense is against some policy or regulation of the Sorority and cannot be imposed upon a member except after due charges and investigations have been conducted. It may be definite or indefinite.

Note: Sorors falling under this category may have their full name and charge posted on the official KEΨ website, until suspension is lifted. By operation of this penalty, a member is for the time prohibited suspended from all Sorority/fraternity activities. Such a person holds no Sorority communication.

Section 35:

Definite suspension is a deprivation of the rights and privileges of the Sorority for a fixed period of time. This period is to be named in the sentence. By operation of this penalty, a member is for
the time prohibited suspended from all Sorority/fraternity activities. Such a person holds no Sorority communication.

**Note:** Sorors falling under this category may have their full name and charge posted on the official KEΨ website, until suspension is lifted.

**Section 36:**

Indefinite suspension is a sentence for a period not determined and fixed by the sentence, but to continue during the pleasure of the National Leadership. The position of a member under definite or indefinite suspension is precisely the same.

**Note:** Sorors falling under this category may have their full name and charge posted on the official KEΨ website, until suspension is lifted.

**Section 37:**

Suspension applies to Chapters, as well as individuals and when inflicted upon a Chapter, it suspends all its members unless expressly excepted.

**Note:** Local Sorors/Chapters falling under this category may have members full name, city and state and charges and Chapter name, along with the suspension start and end date posted on the official KEΨ website, until suspension is lifted. By operation of this penalty, a member is for the time prohibited suspended from all Sorority activities. Such a person holds no Sorority communication.

**EXPULSION**

**Section 38:**

Expulsion is the severest punishment that can be inflicted on a delinquent member. Such a penalty follows a gross violation of the moral law or the fundamental principles of the Sorority or an attempt against any part or parts of the framework of the government. When the sentence of expulsion is pronounced against a member, her relation to the Sorority ceases. It implies termination, not only of Sorority intercourse and connection with the body inflicting it, but also from the whole Sorority. Such a member is no longer looked upon as a member of the Sorority and all communications with her as such is forbidden.

**Note:** Sorors falling under this category may have their full names, city/state Chapter and charge posted on the official KEΨ website. By operation of this penalty, a member is for the time prohibited suspended from all Sorority activities. Such a person holds no Sorority communication.
SORORITY PROMISE

As a Soror of Kappa Epsilon Psi Military Sorority, Inc.
I promise to:
Live Honorably,
Assist Readily,
Give Generously,
Speak Honestly,
Labor Diligently,
Protect Courageously, and
Remain Loyal Ceaselessly
to both Kappa Epsilon Psi Military Sorority, Inc.
and its Sisters.