

**PROCEDURES FOR ESTABLISHING  
A CHAPTER OF THE  
KAPPA BETA DELTA INTERNATIONAL HONOR SOCIETY  
IN BUSINESS**

The Kappa Beta Delta is for students who are enrolled in institutions accredited by the Accreditation Council for Business Schools and Programs (ACBSP). Kappa Beta Delta was established to encourage and recognize scholarship and accomplishment in the pursuit and completion of studies in business, management and administration that culminates in the conferral of the associate degree.

To establish a chapter of this society, institutions must document the following:

1. Accreditation of the business unit by the Accreditation Council for Business Schools and Programs (ACBSP).
2. Submit a letter on college letterhead stationary requesting the establishment of a Chapter of the Society. This letter must be signed by an appropriate senior level administrator of the college in order to document the institution's endorsement and support of this request.
3. A petition, which is signed by all individuals (college administrators, faculty, and potential student members), must be completed and submitted along with the letter of request described in item #2, above.
4. A proposed constitution to govern the activities of the chapter, once established must be prepared and submitted along with the letter of quest and petition.
5. The fee of two hundred dollars (\$200) must accompany the letter of request and the petition signed by those who will support and/or or constitute the membership of the chapter.

Upon submittal of the above information, the National Office staff will review, analyze and process the material for the approval by the Board of Directors of Kappa Beta Delta. The Board of Directors will act on the recommendation of the Managing Director; and upon approval, the Board of Directors will authorize the establishment of a chapter, the assignment of the Greek-letter designation for said chapter and the issuance of a Certificate to confirm such establishment.

The Managing Director will forward the notice of Chapter approval along with the Certificate, Personal Data forms, which are to be completed by each student inductee, and the Induction Ceremony. Prior to such formal program, the Chapter Officers must submit the following:

1. Personal Data Form for each student to be formally inducted into the Chapter.
2. Certification that each inductee has met the following eligibility requirements for membership.
  - a. Each student must have completed at least 15 hours of credit with a minimum of six credit hours completed in business courses.
  - b. Each student must rank in the upper 20% of her/his class, based upon a minimum grade point average of 3.0 on a 4.0 scale.
  - c. A check in the amount sufficient to cover the membership fee of \$40.00 for each student must be submitted with the above information.

The National Office of Kappa Beta Delta will prepare individual Certificates of Membership for each student and will provide the Society pin for the formal induction ceremony.

The Associate Degree Board of Commissioners and the Board of Directors of Kappa Beta Delta look forward to the establishment of chapters on the campuses of each ACBSP accredited institution that confers the Associate Degree.

The National Office of Kappa Beta Delta will provide any assistance necessary to assure the efficient completion of all requirements for the establishment of Kappa Beta Delta Chapters on behalf of the outstanding students who are distinguishing themselves through the attainment of high scholastic standing in our member institutions.

## **CHAPTER CONSTITUTION**

### **“Model College” Alpha Chapter**

## **KAPPA BETA DELTA**

### **ARTICLE I – NAME**

This chapter shall be known as the Model College Alpha Chapter of Kappa Beta Delta.

### **ARTICLE II – PURPOSES**

The purposes of this society shall be to encourage and recognize scholarship and accomplishment among students of business, management, and administration; and to encourage and promote aspirations toward personal and professional improvement and a life distinguished by honorable service to humankind. It is organized exclusively for charitable and educational purposes.

### **ARTICLE III – MEMBERSHIP**

#### Section 1. Qualifications

Membership shall be limited to those of high scholarship and of good moral character. Kappa Beta Delta does not discriminate on the basis of age, color, disability, national origin, political affiliation, race, religion or gender in the administration of membership or other programs.

#### Section 2. Criteria

##### Subsection 1. Students

Candidates for associate degrees who rank in the upper 20% of those students pursuing business degrees at the time of invitation to membership following completion of at least 15 semester hours of credit with a minimum of six semester hours of credit in business subjects toward the degree program in which they are enrolled provided they have completed a minimum of one term of work in the department, program, college, or school of business in which the chapter is located, provided their overall record, in the judgment of the collegiate chapter, is Kappa Beta Delta caliber.

##### Subsection 2. Instructional, Research, and Administrative Staffs

A member of the instructional, research or administrative staff of the department, program, college, or school of business holding full-time appointment may be inducted to active membership. Part-time faculty may be inducted to active membership after having taught business for four (4) semesters with at least one (1) semester at the institution where the chapter is located. Faculty may be initiated without restriction to number. The President of an institution may be inducted to active membership without regard to field of degree of teaching responsibilities.

### Subsection 3. Honorary Members

A chapter may induct up to two (2) individuals annually who have distinguished themselves in the practice of business, management, or administration.

### Section 3. Nomination for Collegiate Chapter Membership

The Model College Chapter shall have a nominating committee which shall consist of at least three (3) members, at least two (2) of whom shall be members of the instructional, research, or administrative staffs of Model College. No nominations for election to membership may be made except by the nominating committee.

### Section 4. Election to Collegiate Chapter Membership

A three-fourths (3/4) affirmative vote of those members present at a duly called meeting of Model College is necessary for election to membership in Model College.

### Section 5. Transfer of Student Members

Those elected to membership will be so notified by the secretary-treasurer.

### Section 6. Transfer of Student Members

A student member of Kappa Beta Delta, in good standing, who transfer to Model College Chapter shall enjoy all the rights and privileges of the Model College, but shall be considered an official member of the chapter in which the student was inducted.

### Section 7. Government of Collegiate Chapters

The active (voting) membership of the collegiate chapter shall consist of (1) student members of the collegiate chapter, (2) those members of society who are on the instructional, research, or administrative staffs of the department, program, college, or school of business in which the chapter is located, and (3) the officers of the collegiate chapter.

## **ARTICLE IV – OFFICERS**

The officers of the Model College Chapter shall be President, Vice President, and Secretary-Treasurer. The Secretary-Treasurer of each collegiate chapter shall be a member of the instructional, research, or administrative staff who is a member of the society. The Secretary-Treasurer shall also serve as the chapter faculty advisor.

### Section 1. Election of Officers

A majority vote of the members present at a duly called meeting of the Model College Chapter shall be necessary to elect officers. Any vacancy caused by resignation or otherwise shall be filled by appointment by the President.

### Section 2. Term of Office

The term of office of the Secretary-Treasurer shall be three years and the terms of the other officers shall be one year.

## **ARTICLE V – MEETINGS**

Meetings may be called at any time by the president or, if the President's office is vacant, by the faculty advisor by means of a written notice to the active membership. Written notice of such meetings must be sent at least one week prior to the meeting. There shall be at least two (2) meetings per year.

An affirmative vote of three-fourths (3/4) of the active members who are present and voting at a duly called meeting shall be required and sufficient for the election of new members. Voting privileges shall be limited to active members. A simple majority vote of the active members who are present at a duly called meeting shall be required and sufficient for the election of chapter officers and members of the nominating committee. Voting shall be by secret ballot if requested by one of more of the voting members present.

## **ARTICLE VI – FEES**

The induction fee for each new member shall be the national induction fee (plus a chapter fee, if applicable). All fees must be paid in full for a member to be considered in good standing.

## **ARTICLE VII – OFFICIAL EMBLEM**

The emblem shall be a gold key of such design as determined by the Board of Directors of Kappa Beta Delta shall be official ritual.

## **ARTICLE VIII – THE RITUAL**

The ritual adopted by the society in 1997 and subject to amendment by the Board of Directors of Kappa Beta Delta shall be the official ritual.

## **ARTICLE IX – DELEGATES TO NATIONAL CONVENTIONS**

The faculty advisor or duly appointed representative shall be the delegate to the Kappa Beta Delta annual convention. The faculty advisor or a duly appointed representative shall be entitled to vote and to represent the chapter on all matters brought before the convention.

## **ARTICLE X – FISCAL YEAR**

The fiscal year of the Model College Chapter shall cover the twelve months ending on June 30.

## **ARTICLE XI – ANNUAL AUDIT**

The financial records of the chapter shall be audited annually at the end of each fiscal year by the financial audit committee. The committee shall report in writing to the President who shall turn the report over to the Secretary-Treasurer. The Secretary-Treasurer shall read the report to the members of the chapter at the next meeting.

## **ARTICLE XII – DISTRIBUTION OF ASSETS ON DISSOLUTION**

At such time as the Model College Chapter of Kappa Beta Delta shall be dissolved, its assets shall revert to a scholarship fund determined by the active members of the chapter at the time of such dissolution. No part of the assets of this society at dissolution shall inure to the benefit of any person or organization other than the society before mentioned.

## **ARTICLE XIII – AMENDMENTS**

This constitution may be amended by a three-fourths (3/4) vote of the members attending a duly called meeting. No amendment to this constitution shall be effective until a copy of the amendment has been filed with the National Office of Kappa Beta Delta.

**A signed copy of the local chapter constitution must be filed with the National Office.**

Send copy to:

Kappa Beta Delta  
11520 West 119<sup>th</sup> Street  
Overland Park, KS 66213

Copy to be held by:  
Faculty advisor for the chapter

School Name: \_\_\_\_\_

Date of approval by chapter: \_\_\_\_\_

Name of chapter president: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of faculty advisor: \_\_\_\_\_

Signature: \_\_\_\_\_

**Sample Petition for a Local Chapter of Kappa Beta Delta**  
**(Please prepare this letter on College letterhead to be submitted to the**  
**Board of Directors at the below-listed address.**

Board of Directors  
Kappa Beta Delta Honor Society  
11520 West 119<sup>th</sup> Street  
Overland Park, KS 66213

Dear Directors of Kappa Beta Delta:

We, the following business faculty and head of the business program of \_\_\_\_\_ Community College, have read the Governing Documents of Kappa Beta Delta and are heartily in accord with the purposes of the organization and are desirous of organizing a local chapter of Kappa Beta Delta.

We believe that the students, faculty members, and administration of the \_\_\_\_\_ Community College would benefit from and welcome a chapter on our campus. In addition, we have obtained the necessary approval at the institutional level and agree to encourage and support this Society in fulfilling its purpose of recognizing scholarship and accomplishment among students of business, management, and administration. We further certify that our business programs are accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

Therefore, we request that the Board of Directors of Kappa Beta Delta grant a chapter to this petitioning group.

In anticipation of the approval of this petition, we pledge that we shall comply with the provisions of the Governing Documents of Kappa Beta Delta.

**Please return your petition with signatories on College letterhead and your chapter's proposed constitution to:**

**Kappa Beta Delta Honor Society**  
**11520 West 119<sup>th</sup> Street**  
**Overland Park, KS 66213**

**Telephone: (913) 339-9356**  
**Fax: (913) 339-6226**  
**E-Mail: [kbd@acbsp.org](mailto:kbd@acbsp.org)**