

Gamma Chapter Rules

Article I. The name of this chapter is Gamma Chapter for the Alpha Delta State organization of the Delta Kappa Gamma International Society, hereafter referred to as Gamma.

Article II. Mission and Purposes

The mission and purposes of this chapter shall be:

- A. to promote and support the Society Purposes of Delta Kappa Gamma International; and
- B. to be governed by the *Constitution* and *International Standing Rules*, Alpha Delta State bylaws, the chapter rules, and *Robert's Rules of Orders*.

Article III. Membership

Gamma membership is composed of active, reserve and honorary members. Members should:

- A. be active or retired educators or persons with educational responsibilities in organizations or businesses;
 - B. make an effort to attend as many meetings as possible;
 - C. be contacted by the president or by a membership committee member if not attending on a regular basis;
 - D. be aware that membership is terminated for non-payment of dues, resignation, or death.
 - E. be aware that a member in good standing may transfer from one chapter to another upon notifying the society headquarters. (Request for Transfer Form is on DKG International website.) No chapter vote is needed for transfer.
 - F. understand that reinstatement of a former member may be granted by the chapter. There is no chapter vote or reinstatement fee.
 - G. understand that Reserve Membership shall be granted only to a member who is unable to participate in the activities of the chapter because of physical disabilities and/or geographic location. Reserve status is granted by a majority vote of the chapter members at a chapter meeting. The executive board may request that the chapter pay the reserve membership dues for the member.
 - H. be aware that an Honorary Member shall be a woman not eligible for membership who has rendered notable service to education or to women's causes.
 - I. understand that women are invited to join DKG as new members after they have been nominated for admission to the chapter and receive a 4/5 yes vote of members present.
- Qualifications for and procedures for membership are as follows:

- 1. prospective members must have had 2 or more years of experience in education;
- 2. the chapter decides if a prospective member is classified as a professional educator;
- 3. there is no limit to the number of names that may be submitted for new membership each year;
- 4. nominations should be submitted to the membership committee by three months prior to initiation;
- 5. chapter members vote on qualified nominees to determine whether they should be invited to become members;
- 6. information about the nominees will be read at the two meetings prior to initiation;

7. voting by written ballot will be done at the meeting prior to initiation. Approval by 4/5 of those voting is required for acceptance as a member;
8. an orientation meeting for new members will be held within 30 days after they were approved for membership. The Chapter President, the Membership and the Initiation Chair, and the First Vice President will conduct the meeting. Sponsors of the new member(s) may attend;
9. initiation is held at the April meeting, unless otherwise announced. The chapter will pay for the lunch of each new member;
10. funds permitting, live roses will be used for initiation; and
11. the Treasurer will collect an initiation fee of \$10 from each initiate on the day of her initiation.

Article IV. Finances

- A. The process for paying dues is as follows:
 1. payment of annual dues begins after July 1, unless a change or exception is made at the state or international level.;
 2. total due amount, of which two dollars (\$2.00) of the chapter assessment is designated for the Educational Excellence (Grant-in-Aid) account, is announced no later than September and published in the fall issue of the newsletter;
 3. members confined at home or living in retirement homes will be contacted for payment in September or October;
 4. following the October meeting, the treasurer will contact members who have not paid their dues; and
 5. on November 1, the treasurer will notify members to be dropped for non-payment of dues.
- B. The finance committee oversees the chapter's finances. See Article VI, Section G and Article VIII, Section A. 1 for details.
- C. The chapter shall pay the Chapter President, or her designated representative, up to a limit of \$500 per year for combined state and international or regional meeting expenses. This amount will be reviewed annually.
- D. The yearly budget shall be prepared by the finance committee by July 31st and submitted to the executive board for approval. A 4/5 yes vote of the executive committee is required for approval of the budget.
- E. The proposed budget is presented to the membership at the September meeting. Approval requires a simple majority yes vote of those present.
- F. The Chapter President and the finance committee must approve any honorarium for a speaker or group of entertainers. The program committee chair should advise the finance committee regarding potential honorariums.
- G. The chapter president's approval of non-budgeted items is required prior to payment.
- H. The finance committee advises and oversees the handling of special funds, including Scrivener Funds, Scholarships, Education Excellence (Grant-in-Aid) and investments.
- I. An annual audit is to be completed by a non-member of the finance committee, chosen by the Finance chair. The audit should take place after June 30th, but prior to the development of the budget. The Treasurer and/or the Chapter President shall arrange for the annual audit. The chapter president shall confirm the completion of the audit.

Article V. Organization

- A. Gamma is represented on the Alpha Delta State Organization Executive Board by the Chapter President or her designee.
- B. Chapter rules may be reviewed at any executive board meeting.
 - 1. Chapter rules should be brought up to date with any changes in the International Constitution and Alpha Delta State bylaws.
 - 2. Chapter rules should undergo a thorough review and revision within the last three (3) months of a president's biennium.
- C. Gamma is a member of the Franklin and Madison Counties Coordinating Council.
- D. President, First Vice President and Immediate Past President are voting members of the Coordinating Council.
- E. Responsibilities for Coordinating Council leadership and Founders' Day occur on a rotating basis among the participating chapters. Assignments are listed in the Redbook.
- F. Assessments for Founders' Day and Redbook chair should be included in the chapter's annual budget.

Article VI. Officers and Related Personnel

- A. The Chapter President receives the *Guidelines for Chapter Presidents* from Society Headquarters in even-numbered years. Her responsibilities include, but are not limited to:
 - 1. presiding at regular and called meetings;
 - 2. serving as chair of the chapter executive board and as a member of the state organization executive board;
 - 3. appointing a treasurer to be approved by the executive board and appointing standing and special committees and a parliamentarian for her biennium;
 - 4. approving publications and expenditures;
 - 5. filling, by appointment, vacancies in office;
 - 6. representing the chapter at state organization executive board meetings, workshops, regional meetings, and conventions;
 - 7. sending Form 6, within 10 days, to the state officer listed on the form.
 - 8. submitting annual chapter president reports to the state organization;
 - 9. supervising submission of biennial chapter reports;
 - 10. representing the chapter on the Franklin and Madison counties Coordinating Council;
 - 11. acting, with advice and approval of the executive board, on matters that cannot be deferred to the next chapter meeting;
 - 12. executing legal documents (approved by the Executive board);
 - 13. serving, ex officio, in the supervision of finances and budget development;
 - 14. encouraging chapter activities that develop leadership potential of its members;
 - 15. delegating tasks, as appropriate, to officers and members; and
 - 16. passing record on to her successor and to the historian.

B. The First Vice President

The First Vice President's responsibilities include, but are not limited to,

1. performing the duties assigned to her by the president and/or executive board and acts in place of the president when the need arises;
2. becoming the president in the event of the death or resignation of the president and serves until the next regular election of officers;
3. serving as a member of the Coordinating Council for Franklin and Madison counties;
4. chairing the program committee and submitting information for the program book to the Redbook chair designated by the Coordinating Council for Franklin and Madison counties;
5. updating membership information in the Redbook files and confirming that this information has been forwarded to International by the member; and
6. serving on other committees, as needed.

C. The Second Vice-President

The Second Vice President's responsibilities include, but are not limited to,

1. coordinating arrangements for all meetings;
2. keeping and bringing the name tags to chapter meetings and arranging for nametags for new members;
3. acting as president or first vice president when the need arises.
4. assuming the duties of the Corresponding Secretary if there is no Corresponding Secretary or the Corresponding Secretary is unable to attend the meeting.

D. The Corresponding Secretary

The Corresponding Secretary's responsibilities include, but are not limited to,

1. sending cards at the request of the friendship chair;
2. reading correspondence at meetings;
3. writing thank-you notes to program presenters who are not members; and
4. mailing or emailing newsletters which are not distributed at the designated meetings in the fall, to provide dues information, and in the spring, to provide Founders' Day information.

E. The Recording Secretary

The Recording Secretary's responsibilities include, but are not limited to,

1. maintaining written records for chapter files;
2. recording the minutes of each chapter and executive board meeting, including any membership terminations with reasons for termination, and other official actions taken (motions may be requested in writing);
3. incorporating written motions from members or committees into chapter minutes.
4. keeping copies of approved chapter meeting and executive board minutes; and
5. passing official records on to her successors.

F. The Immediate Past President

The Immediate Past President's responsibilities include, but are not limited to,

1. serving as a member of the Coordinating Council for Franklin and Madison counties;
2. serving as a member of the chapter executive board;
3. serving as an advisor to the incoming president; and
4. serving on other committees as needed.

G. The Treasurer

The Treasurer shall be selected by the chapter executive board and may serve multiple terms. She receives the *Guidelines for Treasurers* from Society Headquarters in even-numbered years. Her responsibilities include, but are not limited to,

1. receiving money and paying approved expenses;
2. keeping an account of income and expenditures, special funds, including bank statements;
3. presenting a financial report at each regular meeting;
4. filing each year, between July 1 and November 15, Form 990-N, for the Internal Revenue Service of which the confirmation of filing from the IRS is sent to the Alpha Delta State treasurer and a copy kept for the chapter records. (See Society website for directions.)
5. completing by July 15 of each year Form 15 (which can found on Society website) and sending the completed form to the persons designated on the form;
6. collecting between July 1 and October 31 dues and fees of active and reserve members;
7. reporting by November 10 on Form 18 the names of members who have paid dues and fees and sending the report to Alpha Delta State treasurer;
8. reporting by November 10 on Form 18A the names of members being dropped for non-payment of dues and sending the report to Alpha Delta State treasurer;
9. collecting and immediately sending initiation fees with the initiation cards to the Alpha Delta State treasurer;
10. submitting chapter financial reports, bank statements, etc. for annual financial review and audit;
11. serving on executive board as member ex officio, with vote;
12. serving as a consultant in the process of budget development and supervision of finances; and
13. using funds generated from interest from the Scrivener Funds CDs for matching collections for World Fellowship, Education Excellence (Grant-in-Aid) and other collections approved by the chapter. Interest from the Scrivener CDs is automatically deposited into Prime Share account.
14. Signing checks. The treasurer and/or Chapter President are authorized to sign checks.
15. Transfer of account signatory at the beginning of the new biennium.

H. The Parliamentarian

The Parliamentarian shall be appointed by the Chapter President and may serve multiple terms. Her responsibilities include, but are not limited to,

1. having a working knowledge of parliamentary procedures and current *Robert's Rules of Order*;
2. advising officers and members in matters related to the interpretation of the *Constitution* and *International Standing Rules*, state bylaws, chapter rules, and parliamentary procedures;
3. advising members when standing rules may need to be amended;
4. serving as an ex officio, without vote, on the chapter executive board;
5. participating as a voting member at chapter meetings, while performing the duties of the Parliamentarian.

Article VII. Executive Board

- A. The executive board consists of the chapter president, first and second vice-presidents, recording and corresponding secretaries, treasurer (with vote), parliamentarian (without vote), communications committee chair, and the immediate past-president.
- B. The executive board will meet at least twice during the year.
- C. The board approves the appointment of the treasurer.
- D. A quorum is a majority of the voting members.
- E. The executive board and the program committee will meet in May or June to plan the next year's program. In the year new officers are installed, the incoming officers and the program committee will meet to plan for the next year's program.

Article VIII Standing Committees

A. Society Business

1. Finance

- a. The finance committee consists of a chair, the treasurer, scholarship and educational excellence committee chairs and at least one other member. The chapter president is an ex-officio member of the finance committee. A nonpaid treasurer is a voting member.
- b. A yearly budget is prepared by the finance committee using guidelines from Article IV.
- c. The finance committee oversees the chapter's finances, scholarships, Educational Excellence, (Grant-in-Aid) and other chapter projects. The finance committee shall be responsible for updating guidelines for special accounts. Changes in guidelines for special accounts will be submitted to the executive committee for approval and brought to the chapter for a vote.
- d. The finance committee makes sure an annual audit is performed every year.

2. Membership

- a. The membership committee shall consist of a chair and members who coordinate initiation ceremony, ceremony of remembrance, and maintain chapter history; and facilitate the process of adding new members as detailed in Article III, Section I;
- b. The chair is responsible for keeping an updated membership file and sharing updates in membership information with the Communications Chair and First Vice President;
- c. Initiation: The initiation chair will coordinate the initiation ceremony as needed. See Article III, Section I. for more details.
- d. Ceremony of Remembrance (Necrology): The necrology chair will conduct the service of remembrance on an as-needed basis.
- e. Historian: A yearly history of the chapter is to be compiled by the historian and may be presented at the June meeting. This history should be placed with the chapter's archival documents and stored in the designated location. As of December 2012, the storage location is at Michele Koenig's home.

3. Nominations

The Nominations Committee should consist of at least 2 persons appointed by the Chapter President. Their duties include

- a. soliciting, by the end of the January prior to the beginning of the next biennium, a slate of officers, and suggesting members for the next nominations committee;
- b. presenting the slate at the February meeting;
- c. arranging for voting by written ballot at the March meeting;
- d. the incoming president appoints one of the persons recommended for the nominations committee as chair.

4. Communications

The Communications Committee consists of at least the newsletter editor and the webmaster with the editor serving as committee chair. Communications will be provided to members at least quarterly through newsletter and website postings.

a. The newsletter editor

- 1) produces and distributes the newsletter and sends it electronically to members with email, and mails at the chapter expense the fall and spring newsletters to members who do not have email; and
- 2) may produce other newsletters for other chapter meetings and send electronically to members.

b. Chapter website will be maintained by a chapter member who serves as the webmaster. Her duties include

- 1) updating chapter website.
- 2) notifying treasurer for funds associated with the website (server space and domain name.) These funds will be paid from Scrivener Prime Share account.

- c. Redbook
 - Changes and/or corrections to information should be sent to the first vice president. This information will be updated in the files for the next Redbook.
 - 1. Program books (Redbooks) will be distributed at the November and December meetings.
 - 2. Those not picked up, or taken to absent members, will mailed at chapter expense by the first vice president.
- d. Meeting notices will be sent electronically to members who have email. Those who do not have email will receive phone notification by the telephone committee.
 - 1) taking reservations is done through email and phone calls.
 - 2) preparing the reservation lists for the meetings is completed by the communications chair or designee .

B. Society Mission and Purposes

- 1. Educational Excellence (former Program of Work)

The Educational Excellence committee consists of the first vice president as the chair and the chairs of Personal Growth and Services, Professional Affairs, Finance, Membership, Communications, Research, Scholarships or Grant-in-Aid, and Music.

 - a. plan programs/activities/projects which ensure the personal and professional development of members;
 - b. work with the Membership committee to recruit and involve key women educators capable of impacting education;
 - c. work with Professional Affairs to impact education locally, nationally and internationally;
 - d. work with Grant-In-Aid committee to promote activities that help early-career educators; and
 - e. support World Fellowship Fund.
- 2. Personal Growth and Services

The Personal Growth and Services Committee shall develop and implement a program designed to enrich the lives of members. The duties include

 - a. promoting the arts;
 - b. promoting health lifestyle practices; and
 - c. promoting lifelong learning
- 3. Professional Affairs

The Professional Affairs committee consists of at least two members, one of whom is a legislative advocate. The duties include

 - a. training members to become voices of influence in educational matters including educational law and policy;
 - b. following pertinent state and national legislative proposals related to education and retirement issues and keeping members informed on a timely basis; and
 - c. following activities of the STRS board and keeping members informed about proposals that may affect active and/or retired teachers.

4. Scholarship

The scholarship committee shall consist of two or more persons. Duties include

- a. collecting the scholarship forms which need to be submitted by November 1st, and May 1st and approved by the Executive Board;
- b. listing priorities for scholarship applicants on the scholarship form; and
- c. awarding scholarships based on the merits of the applicants and available funds;
- d. requesting payments from the scholarship savings account to be transferred to checking by the treasurer;
- e. recommending changes in scholarship guidelines.

5. World Fellowship

This committee may consist of a single member. The collection for World Fellowship is done at the December meeting. Monies collected from the chapter are matched by the Scrivener funds from the Prime Share account.

C. Special Committees

1. A telephone committee of two or more persons

- a. call members who do not have email about meeting details and deadlines;
- b. call members who do not have email re updates on members' health, deaths, or emergencies.

2. Friendship

The friendship committee shall consist of two or more members. Duties include

- a. delivering flowers and sending cards using these guidelines
 - 1) On a major hospital confinement or prolonged illness at home, the friendship committee will send one or more cards.
 - 2). On the death of a member one of the following will be done
 - a) an arrangement of three red roses and gold ribbon, cost not to exceed \$25, will be delivered or sent.
 - b) or, in lieu of flowers, \$25 will be donated to a designated charity or a cause approved by the chapter.
- b. On the death of a family member the friendship committee will send a sympathy card or note to the member.
- c. On the death of an immediate family member living elsewhere, the friendship committee will send a sympathy card or note to the member.
- d. Cards will be sent to members in the event of birthdays, weddings, births, serious family illness, and other occasions as deemed appropriate.

3. Music/Fine Arts

The Music/Fine Arts committee shall consist of two or more members. Their duties include:

- a. chairing serving as a member of the Educational Excellence committee.
- b. affirming the best practices in education including promoting the fine arts;
- c. providing or arranging for music at chapter meetings; and
- d. notifying the finance committee about proposed honorariums.

Article IX Meeting

- A. Chapter meetings will be held monthly except in January, July, and August.
- B. Special function meetings will include the following
 1. celebrating Founders' Day in May with the other Franklin and Madison county chapters;
 2. including a Gamma birthday celebration in June;
 3. installing officers in alternate years with the ceremony being coordinated by the designated initiation chair (membership committee);
 4. holding Celebration of Remembrance services (Necrology) as needed.
- C. Official state visitors will have their meals paid for at the chapter expense.
- D. Honorary members who attend may have their meals paid for at chapter expense.

Article X. Parliamentary Authority

See Article VI., Section H.

Article XI . Amendments

- A. Chapter standing rules may be reviewed at any executive board meeting.
- B. Amendments and additions, if any, will be voted on by the membership at the chapter meeting following the executive board meeting.
 1. Notification of the pending changes and the need for member vote will be sent to the chapter members in the chapter meeting reminder.
 2. Passage of the proposed changes will be by simple majority of chapter members present at the meeting.
- C. Current standing rules will be distributed electronically and will be posted on the chapter's website. Print copies will be available on request.
- D. Updated copies will be submitted to the state bylaws committee chair.

Article XII Conflict of Interest

Gamma will follow the suggestions in the International Constitution Article XVIII to resolve any conflict of interest.

Article XIII Dissolution

Following approval by chapter members,

- A. an authorized member shall request permission of the Alpha Delta State executive board to dissolve.
- B. If dissolution is approved by the state executive board,
 1. the chapter's charter shall be returned to the Alpha Delta State president;
 2. remaining chapter funds shall be sent to the Alpha Delta State treasurer;
 3. initiation paraphernalia and all chapter records shall be sent to the Alpha Delta State president; and
 4. members desiring to maintain membership will be encouraged to transfer to other chapters.

Approved by the Executive Committee June 11, 2013

Approved by the chapter September 14, 2013