

**STANDING RULES
DELTA CHAPTER
ETA STATE
THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL
Revised September 27, 2016**

I. Chapter Name

The name of this chapter shall be Delta Chapter, Eta State Organization, The Delta Kappa Gamma Society International.

II. Purposes

The purpose of Delta Chapter shall be to promote the Mission and seven Purposes of The Delta Kappa Gamma Society International and those of Eta State Organization.

1. To unite women educators of the world in a genuine spiritual fellowship.
2. To honor women who have given or who evidence a potential for distinctive service in any field of education.
3. To advance the professional interest and position of women in education.
4. To initiate, endorse, and support desirable legislation or other suitable endeavors in the interests of education and women educators.
5. To endow scholarships to aid outstanding women educators in pursuing graduate study and to grant fellowships to women educators from other countries.
6. To stimulate the personal and professional growth of members and to encourage their participation in appropriate programs of actions.
7. To inform the members of current economic, social, political, and educational issues so that they may participate effectively in a world society.

III. Membership

Section

1. Membership is in accordance with the *Constitution*, Article III, and the *International Standing Rules*, 3. The chapter has full authority to act in matters of membership and will keep membership records. Membership shall consist of the active, reserve, honorary and reinstatement.
 - An active member shall be a woman who is employed as a professional educator at the time of her election or has been retired from an educational position. An active member shall participate in the activities of the Society.
 - Reserve membership is limited to formerly active members who are unable to participate fully in the activities of the chapter because of physical disability and/or geographical location. A member may request reserve status in writing and shall be granted by a majority vote.
 - Honorary membership is limited to women who are not eligible for active membership but who have rendered notable service to education or to women.

- Reinstatement of membership shall be in accordance with the Eta State guidelines. The chapter treasurer shall report to the Eta State Organization Treasurer when a former member has been reinstated.
2. Recommendation for Membership (Form 11) may be obtained from the membership chairman at any time; the forms will be available at each meeting.
 3. Recommendation for Membership (Form 11) shall be completed by the sponsor and returned to the membership chairman by March 15; if it is emailed, mailed or faxed, it must bear a printed date or postmark no later than March 15.
 4. The Membership Committee shall review Recommendations for Membership (Form 11) and shall present the candidates' names to the Executive Board at the last meeting of the fiscal year; the Executive Board will then make a recommendation on how many candidates to submit to the chapter for voting at the next meeting.
 5. The general membership shall vote by ballot, indicating "yes" or "no" for each candidate; prospective members must be approved by four-fifths of those voting.
 6. Following election, invitations to membership and information about orientation shall be written and mailed or delivered in person in a timely manner but no later than one month prior to orientation.
 7. Members-elect will indicate their acceptance to membership through written letter or email at least two weeks prior to orientation.
 8. Orientation of members-elect shall be held prior to initiation.
 9. Initiation shall be held at the first meeting of the fiscal year.
 10. Special recognition of members' deaths shall take place at one meeting during the fiscal year; a \$25.00 contribution will be donated to the chapter grant-in-aid fund in memory of each.
 11. The executive board shall decide on the disposition of Society jewelry that has been returned to the chapter.
 12. When there is a death in the immediate family of a member (mother, father, spouse, son, daughter, brother, or sister), one rose is given to the member.
 13. A single red rose will be taken or sent to the funeral home or to the home of a deceased member.

IV. Finances

Section

1. Financial matters are in accordance with the *Constitution, International Standing Rules* and Eta State Organization Bylaws.
2. Delta Chapter annual dues shall be \$75 for active members and \$25 for reserve members. Dues are distributed by the chapter treasurer as follows:

	<u>Active</u>	<u>Reserve</u>
International	\$40.00	\$20.00
Eta State	15.00	2.00
Scholarship	1.00	1.00
Delta Chapter	14.00	2.00
Grant in Aid	3.00	---
Literacy	2.00	---

3. Chapter assessments are determined for special projects and for one year only as approved by chapter vote.
4. The Finance Committee shall make recommendations for changes in dues to the Executive Board at the last meeting of the fiscal year, and voting for approval will take place at that time. All members shall be notified prior to the first meeting of the fiscal year.
5. Annual chapter, state organization, and international dues and fees shall be collected by the chapter treasurer prior to October 31 and forwarded to the Eta State Organization treasurer by November 10.
6. The Finance Committee shall develop a proposed budget and present it to the executive board for review at the first board meeting of the fiscal year. After approval by the executive board, it will be recommended to the chapter at the first meeting of the fiscal year for tentative approval. It will be adjusted by the treasurer and finance committee, and officially adopted by the chapter after dues are received.

V. Organization

Section

1. Delta Chapter shall govern the conduct of its business in a manner consistent with the *Constitution*, the *International Standing Rules*, the Eta State Organization Bylaws, the Eta State Organization Standing Rules, and the Delta Chapter Standing Rules.
2. Delta Chapter retains membership in the Tri-chapter Coordinating Council made up of Delta, Beta Alpha, and Delta Xi Chapters. The presidents of each chapter will serve in this capacity.
3. The Chapter president is a representative on the state organization executive board.

VI. Officers

Section

1. Delta Chapter officers shall be a president, a first vice president, a second vice president, a recording secretary, a corresponding secretary (all elected), and a treasurer selected by the Executive Board. All officers, except the treasurer, shall serve a two-year term of office or until a successor is named.
2. A slate of officers, with one nominee per office, shall be prepared by the Nominations Committee and presented to the Executive Board for review. The Executive Board will then recommend the approved slate to the chapter for a vote at the penultimate (next to the last) meeting of the fiscal year. Elections are to be held in even-numbered years. Voting will be conducted via a show of hands.
3. Installation of new officers will take place on even-numbered years at the last meeting of the fiscal year.
4. The Executive Board, prior to installation, shall select a treasurer for the biennium and the President shall appoint a parliamentarian.

5. Officers shall perform duties as specified in the *Constitution*, VI, the Eta State Organization Bylaws, and as authorized in the Delta Chapter handbook. Those duties are as follows:

President

- presiding at regular and called meetings
- serving as chair of the chapter executive board and as a member of the state organization executive board
- appointing standing and special committees and a parliamentarian for her biennium
- approving publications and expenditures
- filling, by appointment vacancies in office
- representing the chapter at state organization executive board meetings, workshops, regional meetings, and conventions
- submitting annual chapter president reports to the state organization
- supervising submission of biennial chapter reports
- representing the chapter on a coordinating council if there if one
- acting with advice and approval of the executive board, on matters that cannot be deferred to the next chapter meeting
- executing all legal documents
- serving, ex officio, in the supervision of finances and budget development
- encouraging chapter activities that develop leadership potential of its members; and
- delegating tasks, as appropriate to officers and members

First Vice President

- performs those duties assigned to her by the president and/or the executive board and acts in place of the president when the need arises
- serves as chairman of the Educational Excellence Committee in charge of programs
- becomes the president in the event of the death or resignation of the president and serves until the next regular election of officers

Second Vice President

- prepares the yearbook

Treasurer

- receiving money and paying expenses approved by the chapter president
- keeping an account of income and expenditures, including bank statements
- presenting a financial report at each regular meeting
- filing each year, between July 1 and November 15, Form 990-N for the Internal Revenue Service. The confirmation of filing from the IRS is sent to the state treasurer and a copy kept for the chapter records.
- completing Form 15 by July 15 of each year and sending the completed form to the persons designated on the form

- collecting dues and fees of active and reserve members between July 1 and October 31
- reporting on preprinted Form 18, provided by Society Headquarters, the names of members who have paid dues and fees and sending the report to the state organization treasurer by November 10
- collecting and immediately sending initiation fees with the initiation cards to the state organization treasurer
- submitting chapter accounts for annual financial review
- serving on executive board as member ex officio “with vote”
- serving as consultant in the process of budget development and supervision of finances

Recording Secretary

- maintains written records for chapter files
- records the minutes of each chapter and executive board meeting, including any membership terminations with the date and the reasons for termination, and other official actions taken

Corresponding Secretary

- in charge of the chapter newsletter
- sends cards to members experiencing an extended illness or hospitalization and shall coordinate the delivery of the roses

Parliamentarian

- appointed by chapter president
- ex-officio officer with no vote
- ensures that parliamentary procedures are correctly followed at executive board and chapter meetings

6. Additional duties:

- i. The president and membership chairman shall serve as delegates to the Coordinating Council. The chairman will be the president of the chapter hosting the Tri-Chapter event for that year.
- ii. The president shall be responsible for the new member orientation program.
- iii. The treasurer shall order the president’s pin at the chapter’s expense and make it available to the outgoing president who will present it to the incoming president at the time of installation.

VII. Meetings

Section

1. Delta Chapter shall have at least four business meetings per fiscal year.
The Social Committee will determine the dates, places, and times for the next fiscal year's business meetings prior to the last executive board meeting of the current fiscal year.
2. A quorum shall consist of 40% of the active membership.

VIII. Executive Board

Section

1. The members of Delta Chapter Executive Board shall be the elected officers, the immediate past president, and standing committee chairmen.
2. The treasurer is an ex officio member "with vote."
3. The parliamentarian is an ex officio member "without vote."
4. The Delta Chapter Executive Board shall function according to the *Constitution*, VII. C.
5. The Executive Board shall meet two weeks prior to every chapter meeting to address programming and needs of the chapter. The board may meet at other times upon the call of the President. A quorum is the majority of the voting members of the Executive Board.

IX. Committees

Section

1. Standing committees shall be:
 - i. **Society Business:** Finance, Membership, Nominations, Yearbook
 - ii. **Educational Excellence:** Personal Growth & Services, Grant in Aid, Research, World Fellowship, Communication, Scholarship
2. All standing committees Chairs shall be appointed by the President.
3. The President is an ex officio member of all committees except Nominations.
4. Committees shall function in accordance with Eta State Organization Bylaws, and the handbook of the Delta Kappa Gamma Society International, latest edition.
5. Ad hoc committees shall be approved as needed by the Executive Board.
6. Committee business requiring immediate attention may be voted upon by mail (postal or e-mail) when all members of the committee have been notified.
7. Committee chairs are appointed by the President.
8. Chapter members will be asked to sign up for committees and will be appointed by the President if needed.
9. Duties of Committees are:

Finance

- shall work with the President and Treasurer to determine the amount of chapter dues
- shall work with the Treasurer to prepare a budget for the year
- shall complete all forms sent to the committee
- shall help with the completion of the annual report

- shall complete the Finance Committee Biennial Report (Form 40)
- shall annually audit the accounts of the Chapter

Membership

- encourage members to submit recommendations for new members
- review qualifications and submit names to chapter
- conduct elections of new members
- contact members who miss meetings
- keep up with nametags – distribute and collect at end of meetings

Nominations

- shall be made up of past presidents
- shall be responsible for preparing a slate of officers in even-numbered years to be presented orally at the February meeting and voted on by the membership
- shall assist in installation ceremony for chapter officers held at the final meeting of the second year of the biennium

Yearbook

- prepare and distribute chapter yearbook to members
- take pictures at meetings
- update members biographies annually
- supply pictures for newsletters and convention displays

Personal Growth and Services

- develop ideas for growth activities during the year (both social and educational)

Grant in Aid

- screen applicants for a scholarship given to a college senior majoring in education
- develop ideas for fund raising to raise the needed grant money

Research

- encourage research of interest to those responsible for Program of Work
- suggest coordination with other chapters in cooperative research projects related to Society's purposes
- invite persons doing research to discuss findings at chapter meetings
- assess needs within the community represented by members

World Fellowship

- send cards and e-mail to world fellowship money recipients
- keep members updated about world events
- support "Schools for Africa" project
- develop strategies for raising funds needed to support this project

Communications

- support efforts of chapter members to communicate effectively
- publicize information about the society, its mission and purposes, its program of work, chapter and members noteworthy achievements
- prepare advance stories about events
- help arrange media coverage for special events
- publish the chapter newsletter quarterly

Scholarship

- keep members informed about scholarship opportunities
- establish criteria for awarding chapter scholarships

X. Activities

Section

1. Delta Chapter publishes *Delta Data* at least four times per year.
2. The Elisabeth Hyman Grant-in-Aid Fund has been created by the chapter membership. Members pay annual dues, and fund-raising activities are conducted to support the grant. It is administered in the following manner: The Professional Affairs Committee is responsible for recommending a worthy candidate from East Carolina University to the Executive Board. The grant will be awarded at the next meeting.

XI. Dissolution

Section

1. Before a chapter can be dissolved, the approval of the Eta State Organization must be obtained.
2. Procedure for the transfer of members follows international transfer procedures.
3. Remaining funds in chapter accounts are to be sent to the state organization treasurer.
4. The chapter charter, paraphernalia and records shall be delivered to the state organization.

XII. Parliamentary Authority

Section

1. *Robert's Rules of Order Newly Revised* (current edition) is designated for the governance of the chapter in all instances in which the authority is not inconsistent with the *Constitution* or other adopted Society rules.

XIII. Amendments

Section

1. The executive board shall review the standing rules at least once during the biennium.
2. Individual rules may be considered at any regular business meeting.

3. Chapter rules may be amended or rescinded by a quorum (simple majority) vote of members present. Changes shall be printed in the newsletter and/or presented to the membership at chapter meetings.

Date of last amendment: 1-22-2013

Date of last revision: 9-27-2016