

- This is a template for organizing your Chapter Rules.
- If the Chapter has its own way of fulfilling these duties, that is fine.
- Just make sure they are written in your Chapter Rules.
- The names of the state committees were changed in 2013.
- The names are in parentheses beside the titles listed here.
- The Chapter has the option to use the new names or not.

**The Delta Kappa Gamma International
California State Organization (Chi State)
(Chapter Name) Chapter Rules**

ARTICLE I - Name

The name of this organization is the _____ Chapter of The Delta Kappa Gamma Society International, Chi State (California), Area ____ chartered on _____.

ARTICLE II – Purposes

1. The Chapter is dedicated to fulfilling the seven Purposes of The Delta Kappa Gamma Society International as stated in the *Constitution*.
2. The Chapter is dedicated to fulfilling the International Mission Statement: The Delta Kappa Gamma Society International promotes professional and personal growth of women educators and excellence in education.

ARTICLE III – Membership

1. Invitation

Qualifications for active, retired and honorary membership are as stated in *The Constitution of The Delta Kappa Gamma Society International*.

2. Classification

2.1 An active member shall be a woman who is employed as a professional educator or has been retired from an educational position.
An active member shall participate in the activities of the Society.

2.2 A reserve membership shall be granted only to a member who is unable to participate fully in the activities of the Chapter because of physical disability and/or geographic location.

2.3 An honorary member shall be a woman not eligible for active membership who has rendered notable service to education or to women and is elected to honorary membership in recognition of such service. This member does not have to live in the Chapter area.

3. Election

3.1 The Membership Committee shall present the names of qualified candidates for membership at a Chapter meeting; give a brief résumé of each and how they will fit into Chapter parity.

3.2 Voting shall be by secret ballot requiring approval of a majority of the ballots cast (*or whatever your Chapter determines as the percentage needed for election of new members – exception is Honorary Member which requires a four-fifths (4/5) vote.*)

3.3 Invitations to those elected to membership may be mailed or hand delivered by the Membership Chairman within ___ days after election.

4. Orientation

4.1 All those who accept the invitation to join the Chapter will be asked to an orientation meeting to acquaint them with the advantages and responsibilities of membership in The Delta Kappa Gamma Society International.

4.2 The orientation is the responsibility of the Chapter officers and the Membership Committee.

4.3 Orientation is given no later than ___ week(s) prior to the initiation date.

4.4 Sponsoring members should offer to bring the initiate to the orientation meeting.

5. Initiation

5.1 Initiation will be held at a location suitable for the ceremony.

5.2 The Ceremonies Committee will be responsible for the arrangements and conduct the ceremony.

5.3 If it is a meeting where a meal is served, the Chapter will pay for the initiate's meal.

5.4 Sponsors of the initiate should be responsible for:

- a) seeing that the initiate is present
- b) introducing her to others
- c) making her feel a part of the group.

5.5 The Ceremonies (*Membership* – whichever pertains to you Chapter) Chairman will store the initiation paraphernalia.

5.6 The Chapter will provide key pins to new initiates during the ceremony.

6. Transfers

Transfer members are accepted without a vote and may become part of the Chapter at any time.

7. Termination of Membership

7.1 Membership may be terminated for non-payment of dues or by resignation.

7.2 Resignations must be accepted by the Chapter and recorded in the minutes.

7.3 The names of all members dropped for non-payment of dues must be announced to the Chapter and recorded as such in the minutes.

8. Reinstatement

Former members shall be reinstated to membership by the Chapter receiving the request without a vote.

9. Membership Records

9.1 The Membership Committee shall maintain membership records in perpetuity.

9.2 During each biennium, members will update their biographical profile sheets that will be kept by the _____ (*Membership Chairman, President*)

ARTICLE IV – Finance

1. Dues and Fees

1.1 The dues and fees of _____ Chapter shall be determined by each annual budget. (*Or you may state the dues.*)

1.2 Dues are payable to the Chapter Treasurer from April 30 to October 31. On November 1, members shall be dropped for non-payment of dues.

2. Assessments

Assessments may be established to defray expenses for specific purposes if agreed upon by a majority of those present at a regular meeting.

3. Other Income

Income raised through fundraiser(s) shall be used for specific purposes if agreed upon by a majority of those present at a regular meeting.

4. Budget

4.1 The annual budget shall be prepared by the Finance Committee with the Treasurer serving as an ex-officio member of the group.

4.2 The Chapter shall budget expenses to the Chi State Convention for the Chapter President.

4.3 The Chapter budget shall be presented to the Chapter Executive Board for approval prior to the general membership vote.

4.4 The budget shall be presented for approval by members at the first Chapter meeting following the Finance Committee meeting.

4.5 The President and Treasurer shall sign all Chapter checks. *(Some Chapters require 2 signatures, but have 3 on the signature card in case someone is out of town.)*

5. Audit

5.1 The Chapter Executive Board shall provide for an annual audit of the books.

5.2 This audit shall be completed by July 31 and a report submitted to the Chapter at the first meeting in the fall.

5.3 The President shall appoint a minimum of two members to meet with the Treasurer for the audit. One of those members shall be the Chairman of the Chapter Finance Committee.

6. Donations

Monies received through undesignated donations shall be used as determined by ___ *(a majority)* of members present at a regular meeting.

7. Fundraising

7.1 Dues and fees shall cover operating expenses.

7.2 Funds may be raised for other purposes, including recruitment grants, scholarships, or THAT awards.

Article V – Organization

_____ Chapter shall govern the conduct of its business as stipulated in the *Constitution of The Delta Kappa Gamma Society International*,

***International Standing Rules, the Bylaws of Chi State, and the _____
Chapter Rules.***

ARTICLE VI – Officers

1. Chapter Officers

1.1 Chapter officers, all of whom must be members of the Society, shall be an elected president, vice-president, secretary and an appointed treasurer who is approved by the Executive Board upon recommendation of the Chapter President.

1.2 The Chapter shall have the following additional officer (s) _____
(example: *Second VP, Corresponding Secretary*)

1.3 The President, with the approval of the Executive Board, appoints the Parliamentarian and Historian.

2. Nominations

2.1 The Nominations Committee shall be elected at the same time as the officers of the Chapter.

2.2 The President shall appoint the Chairman of the Nominations Committee.

2.3 The Nominations committee shall report on a slate of officers at the February meeting in even numbered years.

2.4 Election of officers and the Nominations Committee shall be held no later than April so that the incoming President can attend the Chi State Convention in May.

3. Election

3.1 Election shall be in even-numbered years and shall be for a term of two years.

3.2 No officer, except the Treasurer, shall serve in the same office for longer than two terms in succession.

4. Duties of Officers

4.1 The duties of officers are described in *The International Constitution* with additions listed below. (or you can list them as in the *International Constitution*)

4.2 The Vice President shall be responsible for maintaining the Chapter Yearbook.

- 4.3 The Vice President shall serve as Chairman of the Program Committee.
- 4.4 The Communications Committee shall send a communication newsletter/bulletin via e-mail or postal service within ___ days before each meeting reminding the members of the date, location, program and other items of interest concerning the upcoming meeting.
- 4.5 The President shall take action, with the advice and approval of the Executive Board, in matters that cannot be deferred until the next meeting.
- 4.6 The President shall attend meetings called by the Area Director.
- 4.7 The President shall fill by appointment all vacancies with approval of the Executive Board.
- 4.8 The Treasurer orders the President's pin. The pin is presented to the President at the installation of Officers meeting. *(Revised: January, 2010)*
- 4.9 The Corresponding Secretary shall send cards, letters, flowers etc. when appropriate.

ARTICLE VII: Executive Board

1. Executive Board Membership

- 1.1 The Executive Board membership shall be comprised of the elected Officers of the Chapter *(and such other voting members as shall be determined by the Chapter.)*
- 1.2 The Treasurer and Immediate Past President, who is the Parliamentarian, shall serve as members ex officio, the Parliamentarian without vote, the Treasurer with a vote if not being paid for her services.

2. Duties

The duties of the Chapter Executive Board include the following:

- 2.1 To select the Treasurer for the biennium.
- 2.2 To select an At-Large Member for the biennium *(optional)*.
- 2.3 To act in matters requiring immediate action and decision.
- 2.4 To recommend policies and procedures for consideration by the members.

2.5 To establish rules for budget development and approval and for the supervision of Chapter finances.

2.5 The Executive Board shall meet at least twice a year, the quorum being a majority of voting members of the board.

ARTICLE VIII: Committees

1. Standing Committees

These Chapter Committees consist of: Finance, Membership, Nominations, Legislation.....

2. Duties of Committees

Society Business

2.1 Chapter Rules

The Chapter Rules Committee shall:

- a. Review and revise the Chapter Rules at least once a biennium
- b. Forward an electronic copy in Word format of the revised Chapter Rules to the Chi State Bylaws, Planning and Procedures Committee

2.2 Finance Committee

The Finance Committee shall:

- a. Be responsible for setting dues and fees with the approval of the membership
- b. Develop the annual budget
- c. Make reports and secure the annual audit

2.3 Membership Committee

The Membership Committee shall:

- a. Develop a plan for membership recruitment
- b. Seek prospective members
- c. Conduct voting
- d. Be responsible for orientation and initiation
- e. Encourage participation by all members.
- f. Prepare the Necrology report.
- g. Annually maintain current biographical data of all Chapter members

2.4 Nominations Committee

The Nominations Committee shall:

- a. Be comprised of three (3) members. One of the three shall be the past President. The other two shall be nominated and elected by the membership.
- b. This committee shall present a new slate of officers and nominations for the next Nominating Committee in even-numbered years at the February meeting.

Program of Work (Educational Excellence)

2.5 Historian

- a. Keeps Chapter scrapbook
- b. Takes pictures.

(This person might be in the description and a member of your Communications Committee as noted below.)

2.6 Program Committee shall be responsible for developing programs that align with the Seven Purposes of our society.

2.7 Music Committee (Visual and Performing Arts) shall be responsible for the music at meetings, Installation, and Initiation ceremonies as planned by the Program Committee.

2.8 Ceremonials Committee shall be responsible for set-up at meetings, Installation, and Initiation ceremonies as planned by the Program Committee.

Educational Services

2.9 Communications Committee

The Communications Committee shall:

- a. Be responsible for all Chapter Publicity in Chapter newsletters, local newspapers, and *Chi State News*
- b. Shall develop a telephone tree and an annual yearbook.

2.10 Legislative Committee (Educational Law and Policy)

- a. Adopts a legislator
- b. Calls Hot-Line
- c. Communicates with the legislators and includes them as guest speakers
- d. Encourages participation in Legislative Study Sessions.
- e. Keeps members informed of pending legislation.

2.11 Scholarship/Awards (Awards and Recognitions)

The Scholarship/Awards Committee shall:

- a. Keep members informed of all International, Chi State and Area scholarships available to them and the due dates
- b. Publicize and award recruitment grant(s) and student teacher awards

2.12 World Fellowship (Global Awareness)

The World Fellowship Committee shall contact a World Fellowship recipient if she is enrolled locally and invite her to be a guest at a Chapter meeting or sends her a card of greetings.

ARTICLE IX: Areas of Activity

1. Meetings

1.1 The Chapter shall meet September through June of each academic year.
(Make appropriate for your Chapter)

1.2 A quorum for conducting Chapter business shall be a majority of the members in attendance.

1.3 Active members are expected to attend regular meetings.

2. Conventions

2.6 The Chapter President, or her designee, shall be the official representative of the Chapter at Chi State Conventions.

2.7 Money shall be budgeted annually to defray the expenses of the President's attendance at the Chi State Convention.

3. Awards

3.1 The Chapter members shall determine awards and special types of recognition.

3.2 Recruitment Grants may be awarded as determined by the Chapter members.

4. Death of a Member or her Family *(optional)*

4.3 When a member of the Chapter passes away, a single rose will be presented to her family.

4.4 When an immediate member of the family (including a mother or father) passes on, a card of sympathy will be sent by the Chapter.

Article X: Funds

1. General

The Treasurer shall be responsible for making all deposits and keeping an account of all monies received and spent.

2. Checking Account

2.1 The account shall be maintained at a FDIC bank, as determined by the Finance Committee.

2.2 Two signatures shall be required on all checks. Signatures on file shall be those of the President, the Vice President, and the Treasurer.

2.3 An audit shall be done annually.

ARTICLE XI: Revision of Chapter Rules

1. Amendments

1.1 Any member of the Chapter may propose amendments to these rules.

1.2 Two “official” copies of these Chapter Rules shall be kept up to date; one in the President’s files, the other in the Recording Secretary’s file.

1.3 A copy of the updated Chapter Rules shall be sent to the Chi State Bylaws Committee for review.

1.4 The Chapter Rules committee shall be responsible for updating the Chapter Rules when there are additions, amendments or deletions.

2. Notification

Members must be notified in advance of proposals that would increase dues or assessments.

3. Vote

Approval by two-thirds (*whatever your Chapter uses – majority of members present etc.*) of the votes cast shall be required to amend these rules.

4. Revision of Chapter Rules

Revisions may be made as the Chapter deems necessary, by majority vote of those present at the meeting and may become effective immediately.

Article XII: Parliamentary Authority

Robert’s Rules of Order Newly Revised shall govern proceedings in all cases not provided for in the *International Constitution*, the *International Standing Rules*, *Chi State Bylaws*, and these *Chapter Rules*.

Revised August 2015