

Beta Epsilon Chapter Standing Rules

I. Duties of Officers and Related Personnel

President

The chapter President shall check the file received from her predecessor for needed reports, forms, and supplies.

She shall attend meetings and workshops of the state organization and whenever possible, the regional conference and the international convention. She shall name an official representative for meetings she is unable to attend.

She shall work with the committee chairs and chapter members to plan the activities for the year.

She shall appoint chapter committee chairmen and committee members. She shall send the committee chairmen's names and their contact information to district directors and state committee chairmen (listed in the Georgia State Organization Team Notebook.)

She shall appoint special committees as needed.

She shall notify the Georgia State organization of changes of officers during the biennium.

She shall distribute biennial report forms and assure that they are returned on time to the person designated to receive them.

She shall complete the Chapter President's Annual Report form and mail the report to the person designated on the form.

First Vice-President

The First Vice-President shall act in place of the President when the need arises.

She shall serve as historian and prepare the chapter history for the Georgia State Organization.

She shall update and prepare the chapter yearbook.

Second Vice-President

The Second Vice-President shall act in place of the First Vice-President when the need arises.

She shall serve as Educational Excellence Committee (EEC) Chairman.

Secretary

The Secretary shall compile minutes of each business meeting, noting each official action taken and attach a copy of the treasurer's report to the minutes

She shall take the roll of chapter members present.

She shall handle all chapter correspondence, including notification to deceased member's family of \$25.00 memorial donation to Chapter Scholarship fund.

She shall be responsible for recording any changes to the chapter standing rules.

Treasurer

The Treasurer shall have at the beginning of each fiscal year the supplies needed for chapter treasurer's work.

She shall report on Form 18 the payment of each member's dues and fees and send the report and dues to the Georgia State Organization treasurer.

She shall collect the proper payment for initiates and report these payments promptly.

She shall list names of members who are dropped on Form 18-A and send immediately to the Georgia State treasurer.

She shall ensure that the Initiate Cards are on hand for each initiation.

She shall deposit all chapter money in an insured account.

She shall pay by check the bills approved by the chapter president as authorized in the budget or through chapter actions.

She shall order the new president's pin at the chapter's expense and make it available to the Chair of the Nominating Committee before the installation of officers.

She shall prepare financial records for financial review/audit at the close of each fiscal year.

She shall prepare and file the IRS E-Postcard by November 15 each year.

She shall meet deadlines as listed below. The membership year is July 1-June 30.

Collect chapter dues and scholarship fee by June 30.

Drop members who have not paid their dues by October 1.

Send International portion of dues and fees between July 1 and September 30.

Webmaster

The Webmaster shall maintain and update the Beta Epsilon website and secure the website permission seal from International when it comes due.

II. Finances

Chapter dues shall be determined annually by chapter vote no later than the first meeting of the fiscal year. The current dues are \$60.00 per year.

Annual chapter, state organization and international dues and fees shall be collected by the chapter treasurer by June 30 and forwarded to the Georgia State Organization treasurer. Chapter dues may be paid in installments as directed by the treasurer.

III. Responsibilities of Standing Committees

Chapter Program Committees

The Chapter Program Committee and the Executive Board shall be charged with planning the programs and projects for each chapter meeting.

The committee will make the contacts and provide necessary arrangements for overnight lodging when appropriate.

A committee member shall introduce the program.

Educational Excellence Committee (EEC)

The Educational Excellence Committee, chaired by the Second Vice-President, shall follow the guidelines as outlined by the International Education Excellence Committee.

These guidelines are available on the www.dkg.org website.

The Scholarship Committee (which falls under the jurisdiction of the EEC) shall inform the membership on international, state and local scholarship opportunities and determine guidelines for the chapter scholarship awarded to a deserving education student.

Finance Committee

The Finance Committee shall plan a budget for the biennium for approval by the membership no later than the first business meeting of the fiscal year.

They shall make recommendations for changes in dues no later than April.

All members shall be notified prior to the first meeting of the fiscal year.

The Finance Committee shall also arrange for an annual audit of the treasurer's books by an auditor outside the chapter.

Membership Committee

The chapter has full authority for the administration of membership.

An individual becomes a member of the Society when she pays her dues.

Membership in The Delta Kappa Gamma Society International shall be by invitation. A member inducted into the Society becomes a member of the international Society in addition to a state organization and/or a chapter.

An active member shall be a woman who is or has been employed as a professional education at the time of her election. An active member shall participate in the activities of the Society.

Collegiate members shall be undergraduate or graduate students who meet the following criteria:

(1) Be enrolled in an institution offering an education degree and have the intent to continue academically and professionally in the field of education and be enrolled within the last two years of the undergraduate education degree.

(2) Graduate student collegiate members shall have graduate standing in an institution offering an education degree and have the intent to continue academically and professionally in the field of education.

(3) When a collegiate member starts her career as a paid educator, she will pay active member dues and become an active member. If a collegiate member does not pursue a career as an educator, her membership will expire upon graduation or withdrawal from the education degree program.

A collegiate member may participate in the activities of the Society except holding office.

The orientation program and initiation shall be the responsibility of the Membership Committee. This includes setting the initiation table, presiding over the initiation and arranging for securing and storing the ceremony items.

The chapter shall record in the chapter minutes the names of members terminated including the reason and date of termination.

World Fellowships Committee

The World Fellowships Committee shall keep members informed on activities involving World Fellowship recipients.

Chapter donations to World Fellowships shall be sent to the Georgia State Organization treasurer.

Scrapbook Committee

The Scrapbook Committee shall keep records of chapter activities through electronic and paper scrapbooks and send the digital scrapbook pages to the Georgia State Organization Scrapbook chair.

Communications Committee

The Communications Committee shall keep the membership informed of all functions, projects and activities of the international, state and chapter organizations, using technology as an optimum communication tool.

This includes preparing chapter newsletters and publishing articles in appropriate publications promoting chapter programs and projects.