

DELTA KAPPA GAMMA SOCIETY INTERNATIONAL
ETA STATE (NC) Organization
Alpha Beta Chapter

CHAPTER RULES
Revised January 2013

ARTICLE I
(Name of Chapter)

The name of this chapter is Alpha Beta Chapter, Eta State (NC) Organization, The Delta Kappa Gamma Society International, hereafter known as Alpha Beta Chapter.

ARTICLE II
(Mission and Purposes)

The mission of Alpha Beta Chapter shall be to:

A. Promote the seven *Purposes of the Delta Kappa Gamma Society International* and those of Eta State (NC) Organization through programs and activities which encourage fellowship, professional growth, and personal development of members.

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 non-member women educators.
6. To stimulate the personal and professional growth of members and to encourage their participation in appropriate programs of action.
7. To inform the members of current economic, social, political, and educational issues so that they may participate effectively in a world society.

B. Seek to make Alpha Beta Chapter more visible and influential in educational endeavors on a nonpartisan basis.

ARTICLE III (Membership)

Membership in Alpha Beta Chapter shall be governed by the Constitution/International Standing Rules. Alpha Beta Chapter has full authority for the administration of membership.

A. New Members

1. Recommendation for Membership (Form 11) shall be completed by the sponsor and returned to the membership Chair prior to the November meeting.
2. The Membership Committee shall review Recommendations for Membership (Form 11) and prepare to present the candidates' names to the chapter membership in February. Members have the opportunity to speak on behalf of the nominees at this time.
3. At the end of the discussion the prospective new members are elected by preferential method of balloting or by 4/5 methods as given in International guidelines.
4. The invitations for membership are delivered by a chapter member or mailed by the Membership committee.
5. New member orientation shall be held not less than two weeks prior to the initiation ceremonies. The President and the membership committee Chair shall plan this orientation. Members-elect will indicate in writing their acceptance to membership within seven days following orientation.
6. Initiation ceremonies for new members shall be held at the last meeting of the year.
7. During the first year of membership, a new member's sponsor shall notify the member of chapter meetings and serve as hostess to the member.

B. Membership: Active, Reserve, Honorary and Reinstatement

1. 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.
2. 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 must request reserve status from the chapter in writing. Reserve status shall be granted by a majority vote.
3. Honorary membership is limited to women who are not eligible for active membership but who have rendered notable service to education or to women.
4. Reinstatement of membership shall be in accordance with the Eta State guidelines. (See Classification/Eligibility, Reinstatement, Page 11.) The chapter treasurer shall report to the Eta State (NC) Organization Treasurer when a former member has been reinstated.

C. Transfer of Membership

1. DKG members who move to the Johnston County area should be invited to a chapter meeting and asked to consider membership in Alpha Beta Chapter.
2. Members moving out of the area should be encouraged to transfer membership to a chapter in the new location.
3. The treasurer shall provide the transfer blank which is to be filled in by the person transferring and send to Eta State.

D. Termination of Membership

1. A member shall be terminated for failure to pay chapter dues and fees by October 31 of the chapter year or by member resignation. Members shall be notified in writing before being dropped from the chapter roll.
2. Resignations must be in writing and carry with it an explanation for withdrawal. Chapter membership will vote for acceptance of any resignations. All letters of resignation shall be recorded by membership and communicated to the treasurer.

**ARTICLE IV
(Finances)**

A. Financial matters are in accordance with the *Constitution*, *Constitution/International Standing Rules* and *Eta State (NC) Organization Bylaws*.

B. Alpha Beta Chapter annual dues shall be \$80.00 for active members and \$33.00 for reserve members, payable to the chapter treasurer between July 1 and October 31. Membership shall be terminated for nonpayment of dues on November 1.

C. Dues are distributed by the chapter treasurer as follows:

	<u>Active</u>	<u>Reserve</u>
International	\$40.00	\$20.00
Eta State (NC)	\$15.00	\$ 2.00
State Scholarship Fee	\$ 1.00	\$ 1.00
Alpha Beta Chapter	\$20.00	\$ 6.00
World Fellowship Fund	\$1.00	\$1.00
State Headquarters	\$2.00	\$2.00
Alpha Beta Endowment	<u>\$1.00</u>	<u>\$1.00</u>
Total	\$80.00	\$33.00

D. Chapter assessments are determined for special projects and for one year only as approved by chapter vote.

E. The Finance Committee shall make recommendations for changes in dues no later than August. All members shall be notified prior to the first meeting of the fiscal year. Any proposal to change the amount of chapter dues and fees shall require a quorum vote.

- F. The Finance Committee shall accept the selection of the auditors and review the annual audit. The audit report shall be presented to the Executive Board for information.**
- G. Expenses for attending meetings on district and state levels by chapter members will be paid at the discretion of the chapter if funds are available.**
- H. The monies from the Christmas project and other projects so designated shall be for the Alpha Beta Endowment Fund. Monies generated from other chapter fund raising events will become a part of the general fund and disbursed as needed.**
- I. The Chapter will assist with State Convention costs for chapter President including mileage in accordance with Eta State (NC) Organization guidelines, full conference registration and lodging.**
- J. Expenditures made by the chapter treasurer shall be reported to the membership at each meeting.**
- K. The chapter will make a contribution to the Endowment Fund when a member passes.**
- L. The chapter will make a contribution to the Endowment Fund when a member's immediate family (husband, child, parent) passes.**

**ARTICLE V
(Organization)**

- A. Alpha Beta Chapter shall govern the conduct of its business in a manner consistent with the Constitution/International Standing Rules and the Bylaws of Eta State (NC) Organization.**
- B. Alpha Beta Chapter Standing Rules are consistent with the Eta State (NC) Organization Bylaws and Standing Rules.**
- C. The Alpha Beta Chapter President shall represent the chapter as a voting member of the Eta State (NC) Organization Executive Board.**

**ARTICLE VI
(Officers and Related Personnel)**

A. Officers and Related Personnel

1. The nominations committee of Alpha Beta Chapter shall present biennially in even-numbered years at least one nominee for each of the following offices:
 - President
 - First Vice President
 - Second Vice President
 - Secretary
2. The chapter officers shall be elected by a majority vote at the February meeting of the chapter in even numbered years. Election shall be by ballot or may be by voice vote if there is only one nominee for an office.

3. The chapter President, vice President(s) and secretary serve a two-year term or until a successor is named.
4. The treasurer is an officer appointed by the Executive Board.
5. The related personnel are the parliamentarian, historian, editor, publicist and Webmaster and may serve on a continuing basis.
6. The related personnel shall be appointed by the President.
7. A US Forum Representative shall be selected by the newly-elected President and may serve on a continuing basis.

B. Duties

1. President

- a. Shall act as presiding officer at regular and called meetings. She directs the activities of her organization.
- b. Shall act as Chair of the Executive Board.
- c. Shall appoint a parliamentarian, editor, publicist/photographer, Webmaster, and historian.
- d. Shall appoint standing and special committees.
- e. Shall approve payment of expense claims.
- f. Shall approve publications.
- g. Shall fill by appointment all vacancies in offices.
- h. Shall represent the society at meetings, conferences and other events or appoint a substitute.
- i. Shall take action, with the advice and approval of the Executive Board, on matters which cannot be deferred until the next meeting.
- j. Shall prepare the Annual President's Report.
- k. Shall plan the workshop for new officers and committee Chair to be held prior to the first meeting in the fall.
- l. Following her election, shall submit the names of President and treasurer to the International organization by May 15; shall submit the names of all new officers to Eta State by June 1; shall submit the chapter committee Chair to Eta State by July 1 (forms are available online) and shall attend the June workshop for new Presidents.

2. First Vice President

- a. Shall serve as presiding officer in the absence of the President. In case of death or resignation of elected President, the First Vice President shall succeed to the presidency and serve until the next regular election of officers.
- b. Shall serve as Chair of the Educational Excellence Committee.
- c. Shall perform such other duties as assigned by the President or Executive Board.

3. Second Vice President

- a. Shall serve as presiding officer in the absence of the President and First Vice President.
- b. Shall coordinate with First Vice President on meeting planning.

- c. Shall serve as Chair of the Social Committee, responsible for meeting logistics, including contacting hostesses, securing meeting sites, coordinating with the caterer.
- d. Shall perform such other duties as assigned by the President or Executive Board.

4. Secretary

- a. Shall keep minutes of each meeting of the chapter and Executive Board.
- b. Shall furnish the President with a copy of the minutes of each meeting.
- c. Shall furnish a digital or hard copy of minutes in advance prior to the following meeting and a hard copy or digital copy for each member.
- d. Shall keep an attendance roll.
- e. Shall notify the membership Chair of those with excessive absences and those without written notices for reason of absences.
- f. Shall sign the approved minutes.
- g. Shall attend to and report correspondence of official business of the Chapter.

5. Treasurer

- a. Shall receive and pay out monies belonging to the organization.
- b. Shall keep an accurate record of receipts and expenditures on file.
- c. Shall present an oral and/or written report and provide copies to the President and Secretary at each meeting.
- d. Shall file required reports with the state treasurer.
- e. Shall prepare an annual report (Form 15).
- f. Shall submit for annual audit the accounts of the chapter.
- g. Shall order forms and materials from the international headquarters.
- h. Shall order the President's pin at the chapter's expense and make it available to the Nominations Chair before the installation of officers.
- i. Shall serve as member ex officio on the Executive Board with vote and on the Finance Committee without vote.
- j. Shall pay for dinner guests
- k. Shall file annual tax report. (IRS Form 990)
- l. Shall notify Secretary of all memorial donations.
- m. Shall collect annual dues from all active and reserved members.
- n. Shall prepare the annual budget

6. Parliamentarian

- a. Shall act as adviser to the officers and members of the chapter in matters pertaining to the constitution and parliamentary procedures according to *Robert's Rules of Order*.
- b. Shall serve as member ex officio on the Executive Board without a vote.
- c. Shall serve on the Chapter Rules Committee.

7. Historian

- a. Shall maintain the history of the Alpha Beta Chapter.
- b. Shall keep the Alpha Beta Scrapbook current.
- c. Shall serve as a member ex officio on the Executive Board.
- d. Shall serve as Awards Chair

8. Editor

- a. Shall produce and distribute the quarterly Alpha Beta Bits under the direction of the President.
- b. Shall inform the state editor of chapter members' outstanding achievements.
- c. Shall serve as member ex officio on the Executive Board and Communications and Publicity Committee.

9. Publicist/Photographer

- a. Shall record and take photos of pertinent events including meetings for publication in local newspapers.
- b. Shall present clippings to Historian for scrapbook.
- c. Shall serve as member ex officio on the Executive Board and Communications and Publicity Committee.

10. Webmaster

- a. Shall maintain and regularly update the Alpha Beta website.
- b. Shall be the official web watcher and report sites of interest to the membership.
- c. Shall serve as member ex officio of the Executive Board and Communications and Publicity Committee.

11. US Forum Representative

- a. Work with the State US Forum Representative
- b. Disseminate state and federal information to the membership

ARTICLE VII (Executive Board)

- A. The members of the Alpha Beta Chapter Executive Board shall be the elected officers and the Immediate Past President. The Treasurer, Editor, Publicist, Historian, Webmaster and US Forum Representative shall be members ex officio "with vote" and the parliamentarian is ex officio "without vote". Committee Chairs shall be invited to attend meetings of the Board.**
- B. The Executive Board shall meet at least twice a year. The board may meet at other times upon the call of the President.**
- C. A quorum is a majority of the voting members of the Executive Board.**

**ARTICLE VIII
(Committees)**

A. Standing Committees

1. Society Mission and Purposes

- a. Awards
- b. Beginning Teacher Support
- c. Educational Excellence/Programs
- d. Educational Law & Policy
- e. Literacy
- f. Membership & Expansion
- g. Music
- h. Scholarship

2. Society Business

- a. Chapter Rules
- b. Communications/Publicity
- c. Finance
- d. Nominations
- e. World Fellowship

3. Special Committees

- a. Necrology/Remembrance
- b. Social

B. All standing committee Chair shall be appointed by the President.

C. The President is an ex officio member of all committees except Nominations.

D. Alpha Beta committees shall function in accordance with Eta State (NC) Organization Bylaws, and the handbook of the Delta Kappa Gamma Society International, latest edition.

E. Ad Hoc committees shall be appointed by the President as needed.

F. Duties of Committees

Committee business requiring immediate attention may be voted upon by mail (postal or e-mail) when all members of the committee have been notified

A committee may meet through electronic communications as long as all the members may simultaneously hear one another and participate during the meeting.

1. Society Mission and Purposes Committees

- a. Awards Committee**

- 1) Shall design and implement a selection process for awards.
- 2) Shall select a nominee for the Founders Award.
- 3) May study and recommend the establishment of additional awards for deserving women, members or non-members to include longevity pins.
- 4) Study "Recognition of Chapter Achievement Document" criteria for opportunities for Chapter recognition at the State Level.

b. Beginning Teacher Support Committee

- 1) Shall identify and implement strategies to sustain and retain quality teachers.
- 2) Shall support quality education for all children.
- 3) Shall seek alliances with entities external to the Society that share a common interest in the status of women and children and excellence in education.
- 4) Shall be responsible for preparing New Teachers' bags.

c. Educational Excellence Committee

- 1) The Chair shall be the First Vice President. The membership shall be composed of a Past President, the Music Chair, the World Fellowship Chair, the Beginning Teacher Support Chair, the Educational Law and Policy Chair and the Membership Chair.
- 2) Shall identify and promote activities which sustain and support early-career educators.
- 3) Shall promote chapter activities that increase the personal and professional pride of members.
- 4) Shall emphasize member development.
- 5) Shall recognize the value of fine arts in education and during Society events.
- 6) Shall encourage involvement of members in legislative action.
- 7) Shall recommend worthy projects for the chapter to undertake.
- 8) Shall emphasize global perspectives and educational excellence worldwide.
- 9) Shall support educational activities within the chapter areas with special projects and contributions to existing educational projects.
- 10) Shall be responsible for the Educational Excellence Committee Biennial Report (Form 9.)
- 11) Shall meet in mid-summer of even years to plan for the upcoming biennium and at other times as needed.
- 12) Shall focus on areas necessary to sustain, support, change and promote the growth of the chapter.
- 13) Shall review and update the chapter's Action Plan.
- 14) Shall make proposals for future action by the chapter.
- 15) Shall select topics and help plan programs for the chapter meetings for the biennium.
- 16) Shall invite the Eta State President and regional director to visit during the biennium.
- 17) Shall procure a gift for guest speaker(s) not to exceed \$25.00.

d. Educational Law and Policy Committee

- 1) Shall study and recommend action on professional issues.
- 2) Shall urge members to initiate, endorse and support desirable legislation or other suitable endeavors in the interest of education and women educators.
- 3) Shall educate members in strategies to impact educational policy.
- 4) Shall promote activities that garner support for education at the local and state levels.

5) Shall follow the Society guidelines when initiating, endorsing and supporting legislation:

- The state organization and the chapters may cooperate with other organizations when their legislative activities promote the Purposes of the Society.
- An individual may only represent the state organization on legislative issues after receiving authorization from the state organization President.
- Legislative action shall be based on a thorough understanding of the basic issues involved in supporting excellence in education, equality for women, and a safe, peaceful educational environment.
- Legislative activity shall be concerned with educational issues, not with candidates or political parties.
- Neither the state organization nor a chapter shall endorse a political candidate.
- Neither the state organization nor a chapter shall financially support a political candidate's campaign.
- Expenditures for legislative activities by the state organization or chapter shall be no more than a nominal portion of its income.

e. Literacy Committee

- 1) Shall distribute books to children on an annual basis as a Community Project
- 2) Shall raise funds to provide books.

f. Membership Committee

- 1) Shall be responsible for distributing nomination forms for prospective members at the first meeting.
- 2) Shall be responsible for conducting the preferential method of voting for prospective members at the February meeting.
- 3) Shall be responsible for presenting invitations to prospective new members.
- 4) Shall be responsible, along with the President, for holding an orientation class for prospective new members after their election but prior to acceptance or rejection.
- 5) Shall be responsible for conducting the initiation of new members at the final meeting.
- 6) Shall maintain a chapter record of initiation dates of new members, date of transfer for new transfer members, date of accepted resignation of members, date when members are dropped for nonpayment of dues, reinstatement date of a member and date of death of a member.
- 7) Shall assist the President in the installation of new officers.
- 8) Shall be responsible for the Membership Committee Biennial Report (**Form 36.**)
- 9) Shall be responsible for keeping attendance records including reasons for absences.

g. Music Committee

- 1) Shall provide music for meetings.
- 2) Shall introduce new songs to the members.
- 3) Shall invite musicians to perform at meetings.
- 4) Shall ensure copies of The Delta Kappa Gamma song are provided at each meeting.

h. Endowment Committee

- 1) Shall encourage members interested in pursuing a higher degree of education to apply for the Eta State and Delta Kappa Gamma Society International scholarships.
- 2) Shall encourage outstanding female high school seniors planning to enter teacher preparation programs to apply for the Alpha Beta Endowment Fund.
- 3) Shall assist applicants with proper forms.
- 4) Shall publicize the need to give to the Endowment Fund at the November meeting.
- 5) Shall present the award(s) to the recipient(s) at the high school awards ceremony.
- 6) Shall keep in touch with all recipients and report to the chapter.
- 7) Shall be responsible for the Scholarship Committee Biennial Report (Form 34).

i. World Fellowship Committee

- 1) Shall encourage members to contribute to the World Fellowship program at the November meeting.
- 2) Shall give quarterly news on World Fellowships at each chapter meeting.
- 3) Shall be responsible for the World Fellowship Committee Biennial Report (Form 42.)

1. Society Business Committees

a. Communications and Publicity Committee

- 1) Shall prepare and publish a yearbook for the biennium.
- 2) Shall prepare and have the yearbook ready for distribution at the first meeting of the biennium.
- 3) Shall update the yearbook when needed.
- 4) Shall keep extra yearbook binders and contents on hand.
- 5) Shall keep a file of *Delta Kappa Gamma News & Eta State News*
- 6) Shall assist the editor in the publication of the *Alpha Beta Bits*.
- 7) Shall publicize Alpha Beta Chapter events and members' accomplishments by submitting articles and photos to the local newspapers.
- 8) Shall be a conduit for information exchange between and among members of the Alpha Beta Chapter.
- 9) Shall be responsible for maintaining biographical and profile data sheets on all members.
- 10) With assistance from the members, shall begin writing biographical sketches suitable for use as tributes for each member.
- 11) Shall submit the Communications Committee Biennial Report (Form 38.)

b. Finance Committee

- 1) Shall work with the President and Treasurer to determine the amount of chapter dues.
- 2) Shall work with the Treasurer to prepare a budget for the year.
- 3) Shall complete all forms sent to the committee.
- 4) Shall help with the completion of the Annual Report.
- 5) Shall complete the Finance Committee Biennial Report (Form 40.)
- 6) Shall annually audit the accounts of the Chapter.

c. Nominations Committee

- 1) Shall be made up of past presidents
- 2) 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.
- 3) Shall assist in installation ceremony for chapter officers held at the final meeting of the second year of the biennium.

d. Chapter Rules Committee

- 1) Shall be chaired by a past President, and the Parliamentarian shall serve on this committee.
- 2) Shall review the Alpha Beta Chapter Rules every other year and make suggestions for proposed revisions and/or amendments for change, if needed.
- 3) Shall provide proposed amendments for publication and distribution, so that members would receive notice prior to the meeting.
- 4) Shall present the proposed revisions/amendments to the Executive Board for information and recommendations and to the membership for adoption.

2. Special Committees

a. Necrology/Remembrance Committee

- 1) Shall encourage members to attend the funeral of a deceased member and sit together.
- 2) Shall send cards to the reserve members at Christmas, Easter, and birthdays.
- 3) Shall be responsible for conducting the memorial service for a deceased member.
- 4) Shall prepare a tribute to be placed in the Book of Memories during the Hour of Remembrance at the next Eta State Convention.
- 5) Shall maintain contact with reserve and inactive members by sending cards to members during times of illness and loss of a loved one.

b. Social Committee

- 1) Shall be chaired by the Second Vice President.
- 2) Shall coordinate meetings with caterer.
- 3) Shall secure hostesses and locations for meetings.

c. Ad Hoc Committee

- 1) Shall be appointed by the President in special circumstances.
- 2) Shall conduct work as assigned by the President.
- 3) Shall be dissolved after completing their tasks.

**ARTICLE IX
(Meetings)**

A. Alpha Beta Chapter shall meet to conduct business at least four times per year.

- B. For the purposes of conducting the chapter's business, a quorum shall be no less than 20 active members.**
- C. A record of attendance is kept for each member by the membership committee and in line with Eta State (NC) Organization Bylaws and kept with the record of minutes by the Secretary.**

**ARTICLE X
(Parliamentary Authority)**

Robert's Rules of Order (current edition) is designated for the governance of Alpha Beta Chapter in all instances in which the authority is not inconsistent with the Chapter Rules.

**ARTICLE XI
(Amendments)**

- A. The Executive Board shall review the chapter rules at least once during the biennium.**
- B. Alpha Beta Chapter Rules may be amended or rescinded by a quorum vote of members present. Changes shall be printed in the Alpha Beta Bits.**

**XII
(Dissolution)**

- A. Before a chapter can be dissolved, the approval of the Eta State (NC) Organization must be obtained.**
- B. Careful consideration shall be given to the manner in which those desiring to maintain membership transfer to other chapters. International procedures must be followed.**
- C. Any remaining funds in the chapter account shall be sent to the Eta State (NC) Organization treasurer for state or international projects.**
- D. The chapter's paraphernalia, the Society publications, and the chapter records shall be retained in the Eta State (NC) Organization archives and made available for use.**
- E. The charter must be returned to the Eta State (NC) Organization to be forwarded to the International Headquarters.**
- F. The Eta State (NC) Organization Executive Board shall decide whether the Greek name shall be reused or not.**