

PREFACE

Chapter Rules and Practices is a compilation of rules, procedures and policies of Alpha Eta Chapter (Springfield, Ohio), established in accordance with the *Constitution* and *Standing Rules* of the Delta Kappa Gamma Society International (2010) and the *Constitution* of Alpha Delta State Ohio (2013). It also includes those practices that are unique to Alpha Eta Chapter.

Standing Rules (renamed *Chapter Rules and Practices* 2013) of Alpha Eta Chapter:

Adopted: 1963

Revised: 2002

Revised: 2009

Revised: 2014

Revised: 2019

Revised: 2025

ALPHA ETA CHAPTER RULES AND PRACTICES

(Revised, Fall 2018, Spring 2019, and
Winter 2025)

ARTICLE I – NAME

Section A.

The name of this chapter shall be Alpha Eta Chapter as assigned by Alpha Delta State of The Delta Kappa Gamma Society International, also known as DKG, the Society, and International.

ARTICLE II – MISSION AND PURPOSES

Section A.

The mission and purposes of Alpha Eta Chapter shall be to promote the mission, and the seven purposes of The Delta Kappa Gamma Society International as found in the *Constitution*, Article II, Section B. and D.

ARTICLE III – MEMBERSHIP

Section A. Membership

1. The membership of Alpha Eta Chapter shall be composed of active, reserve, and honorary members as in accordance with the *Constitution*, Article III and the International *Standing Rules*, Section 3. Membership is by invitation.
2. The Chapter shall have the responsibility to act in matters of membership and shall keep membership records.

Section B. Classification

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

2. 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.
 - a. Reserve status shall be granted by a majority vote of the Chapter.
 - b. A reserve member, so requesting, shall be restored to active.
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 and is within the Chapter's geographic area at the time of her initiation.

Section C. Election

1. Forms for membership recommendation shall be available at regular Chapter meetings. The form shall be completed by the sponsor and given to the Membership Committee chairs by February 15 of each year.
2. The Membership Committee shall review the recommendation form and present the candidates' names to the Chapter membership.
3. Voting for prospective members shall occur at the March meeting by secret ballot in which four-fifths (4/5) of those voting shall elect the candidate to membership.
4. Within seven days following election, invitations to membership shall be delivered to newly elected members, and members-elect should express their acceptance before or at the orientation program.
5. The Chapter president(s) and the Membership Committee chairs shall be responsible for an orientation program for the members-elect to be held at a mutually convenient time prior to the induction.
6. An induction ceremony shall be held in April.
7. Each inducted member shall pay for her official pin, if none are available. The treasurer shall order the pins.

Section D. Transfer

A member in good standing may transfer from one chapter to another upon notification to Society Headquarters.

Section E. Termination of Membership

1. Membership in the Society is terminated for non-payment of dues and fees, resignation, or death.
2. If a member indicates an inability to meet the dues deadline but a willingness to meet the financial responsibility, she may arrange a payment plan with the treasurer as long as payment is made in full by October 10.
3. A resignation should be presented in writing and carry with it an explanation for withdrawal.
4. The recording secretary shall record, in the minutes, the name of any member whose membership is terminated. The record shall include the date of termination and the reason, if available.

5. Special recognition of a member's death shall be financed by the Chapter.
6. The Executive Board shall decide on the disposition of Society jewelry, if it has been returned to the Chapter at the discretion of the member's survivors.
7. The treasurer shall keep pins from deceased members, as well as from resigned members. These pins may be given, not sold, to members.
8. The treasurer shall maintain a permanent record of members whose membership has been terminated. This record shall include the date of termination and the reason.

Section F. Reinstatement

A former member shall be reinstated to membership by the Chapter receiving the request.

ARTICLE IV – FINANCE

The fiscal year shall be July 1 to June 30.

Section A. Annual Dues

1. The most current dues figures shall be listed in the Chapter program book.
2. Recommendations for changes in dues shall be reviewed and determined at a summer Executive Board meeting.
3. All members shall be notified of changes in dues prior to the first meeting of the fiscal year.
4. The treasurer shall collect annual Chapter, State, and international dues and fees no later than June 1 to meet the Society deadline of July 1.
5. Members shall be notified via Chapter communications of the amount of dues and the payment deadline. If necessary, the treasurer shall make one additional contact.
6. Members struggling to make the dues deadline may arrange for a payment plan as long as full payment is made by October 1.

Section B. Fees

1. The most current fees shall be listed in the Chapter program book.
 - a. Scholarship Fee
Each active and reserve member shall pay a scholarship fee annually.
 - b. Honorary Fee
An honorary member shall pay for any reservations for dinner meetings; however, her individual Chapter dues shall be waived.

Section C. Payment of Dues and Fees

1. A member shall pay annual dues and fees no later than October 1 of each year. A member shall be dropped for non-payment of dues and fees.

2. A member inducted in March, April, or May will pay annual dues for the ensuing year at the time of induction.
3. The Chapter shall pay the following:
 expenses for conducting Chapter business.
 the president's or her designee's room for State convention; and
 the president's flower, when appropriate, for State convention.
4. Members making reservations for dinner meetings are responsible for payment.

Section D. Financial Assessments

1. A financial review shall occur at the close of each fiscal year.
2. The Finance Committee shall develop an annual budget to include organizations to which the Chapter contributes money.
3. A budget shall be adopted at a summer Executive Board meeting.
4. The Finance Committee shall present the adopted budget for approval to the membership at the first Chapter meeting of the fiscal year.
5. The treasurer shall maintain a record of receipts, bills, and bank statements, in addition to the budget. [See most recent Guidelines for Chapter Treasurers from International website, dkg.org]

Section E. Other Income

The Chapter shall receive and utilize income from sources other than dues and fees—including but not limited to gifts and bequests—in accordance with the *Constitution* and International Standing Rules, Section 4.

Section F. Funds

1. Alpha Eta Chapter Norma Swysgood Memorial Student Scholarships
 Presented annually by the family of Norma Swysgood, to a graduating high school female student who is preparing for a career in education. If available, the amount shall be determined by Lydia Pizner before January of the fiscal year and maintained in a separate account from all other monies.
2. Alpha Eta Education Mini-Grant
 A mini grant may be awarded to an Alpha Eta member in good standing for use in the classroom or for continuing education. The number of recipients and the amounts allotted shall be determined by the Scholarships and Grants Committee based on funds raised for this purpose by said committee during the previous fiscal year.
3. The Esther Strickland Student Teaching Grant
 A budgeted donation of \$25 shall be presented at State convention.
4. An honorarium for speakers shall be paid from the general fund.

5. Edith Traftzer Tuition Reimbursement

Earnings from the bequeathed monies of the Edith Traftzer estate may be used for tuition reimbursement for active teachers. The money can only be used for courses from an accredited college/university that will go toward Ohio Teaching Licensure or an advanced degree. The monies shall be maintained in a separate investment account from all other monies. The chapter treasurer will determine the amount of the award; based on what the investment fund has earned during the year. The monies will be divided evenly among the completed applications. If no active teachers apply for course reimbursement in a given year, \$500 earned on the investment may be used for scholarships for students seeking a Bachelor of Education degree.

ARTICLE V ORGANIZATION

1. Business of the Chapter is conducted, and written Chapter rules are consistent with the *Constitution* and *State Bylaws*.
2. The Chapter is represented on the Alpha Delta State Executive Board and the Chapter president(s) is a member of the State Executive Board.

ARTICLE VI OFFICERS AND RELATED PERSONNEL

Section A. Officers

Chapter officers of the Alpha Eta Executive Board shall consist of the president (and/or co-presidents,) first vice-president, second vice-president (optional if co-presidents,) recording secretary, corresponding secretary (all elected,) a treasurer (selected by the Chapter Executive Board and without vote,) and the immediate past Chapter president. The parliamentarian, named by the president (co-president,) may be a member of the Executive Board.

Section B. Duties

1. PRESIDENT and/ or CO-PRESIDENT
 - a. The president/co-president shall:
 - (1) act as presiding officer at regular and called meetings and direct the activities of the organization
 - (2) act as chair of the Executive Board.
 - (3) appoint standing and special committees
 - (4) serve as member ex officio, with vote, on all committees except nominations
 - (5) gather committee preferences at the end of the first year of her biennium;
 - (6) complete and send annual reports to State on time;
 - (7) be mindful of deadlines for meeting State's Gold Key guidelines;
 - (8) approve for payment all expense claims;
 - (9) approve publications;

- (10) fill by appointment all vacancies in office;
- (11) represent the Society at meetings, conferences, and other events; and
- (12) take action, with the advice and approval of the Executive Board, on matters that cannot be deferred until the next meeting.

- b. She or her designee shall represent the Chapter as a member of the Alpha Delta State Executive Board.

2. FIRST VICE-PRESIDENT

- a. The first vice-president shall serve as presiding officer in the absence of the president(s.) In the event of the resignation or death of the president(s), she shall succeed to the presidency and serve until the next regular election of officers. The first vice-president shall perform such other duties as the president(s) or the Executive Board shall assign to her.
- b. She shall serve as chair of the Educational Excellence Committee.
- c. She shall work with the editor of the Chapter program book.

3. SECOND VICE-PRESIDENT (Optional if co-presidents)

- a. The second vice-president shall serve as presiding officer in the absence of both the president(s) and the first vice-president. In the event of the resignation or death of either the president(s) or first vice-president, she shall succeed to the office of first vice-president and serve until the next regular election of officers. The second vice-president shall perform such other duties as the president(s) or the Executive Board shall assign to her.
- b. She shall coordinate special projects such as recognizing members' birthdays at each meeting.
- c. She may serve as chair on the World Fellowship Committee.

4. RECORDING SECRETARY

- a. The recording secretary shall keep minutes of each meeting of the Chapter and furnish the president(s) and the membership with a legible copy of such minutes. She shall serve as secretary to the Executive Board and record its minutes. She shall keep all minutes on file.
- b. She shall keep attendance records.
- c. She may serve on the Scholarships and Grants Committee.

CORRESPONDING SECRETARY

- d. The corresponding secretary shall handle all communications for the Chapter as delegated to her by the president(s).
- e. She may serve on the Communications Committee.

- f. She shall send any articles or notices to the media, such as the local newspaper, the Alpha Delta Voice, the Alpha Eta News Flash and Chapter website.
- d. She shall send newsletters, minutes, and other pertinent Chapter information to members who cannot access such information online.

5. TREASURER

- a. The treasurer shall
 - (1) receive and pay out all monies belonging to the Chapter;
 - (2) keep an accurate account of receipts and expenditures;
 - (3) maintain a record of receipts, bills, and bank statements;
 - (4) present a report at each regular meeting;
 - (5) file prepared tax reports;
 - (6) submit for annual audit/financial review the accounts of the Chapter;
 - (7) serve as a member of the Chapter Executive Board;
 - (8) serve as a consultant in the process of budget development and supervision of finances; and
 - (9) communicate with the State treasurer regarding Chapter finances.
- b. She shall present a membership deletion list of members who have resigned, died or been dropped for non-payment to the Chapter Executive Board, State, and International. The list shall be included in the Chapter minutes.
- c. She shall order materials with the president's approval.
- d. She shall order any needed pins, including the president's pin and make it available before the installation of officers.

6. PARLIAMENTARIAN (appointed)

- a. The parliamentarian shall
 - (1) act as advisor to the officers and the members of the Chapter in matters pertaining to interpretation of the *Constitution*, the *Chapter Rules and Practices* and to parliamentary usage; and
 - (2) serve as a member ex officio, without vote, on the Chapter Executive Board.
- b. She shall maintain a copy of the *Constitution*, State Bylaws and *Chapter Rules and Practices* in addition to *Robert's Rules of Order* (current edition).

Section C. Election and Term of Office

- 1. All Chapter officers, except the treasurer, shall be elected in even-numbered years for a term of two (2) years or until a successor is named.

2. No officer except the treasurer may serve in the same office longer than two (2) terms in succession.
3. Officers shall take office on July 1 following their election.
4. The treasurer shall be selected by the Executive Board each biennium.

Section D. Vacancies

In the event that a member holding an elected or appointed position is unable to perform her duties, the position shall be declared vacant by the Executive Board and a successor named by the Chapter president.

ARTICLE VII BOARDS

Executive Board

1. The members of the Chapter Executive Board shall be the elected officers of the Chapter, including the president or co-presidents, first vice-president, second vice-president (optional if co-presidents,) recording secretary, and corresponding secretary. The immediate past president is also a member. The treasurer and the parliamentarian shall serve as members ex officio, the parliamentarian without vote, and the treasurer also without vote if under remunerative contract for her services.
2. The duties of the Executive Board shall include
 - a. selecting the treasurer for the biennium,
 - b. acting in matters requiring immediate action and decision,
 - c. recommending policies and procedures for consideration by members,
 - d. establishing rules for budget development and approval and for the supervision of Chapter finance, and
 - e. meeting at least twice a year, usually during January and July.

ARTICLE VIII – COMMITTEES

Section A. Standing Committees Structure

1. Society Business
 - a. Finance
 - b. Membership
 - c. Nominations
 - d. Communications
2. Society Mission and Purposes
 - a. Scholarships and Grants
 - b. World Fellowship

c. Educational Excellence

3. Chapter Business

a. Table

b. Sunshine

c. Reservations

Section B. Special Committees

Special committees (ad hoc, task force) may be appointed by the president(s) at any time.

Section C. General Procedures

1. At the end of the first year of her biennium, the president(s) shall appoint chairs to the standing committees and provide a list for members to choose the committee they wish to serve on; in the event a member does not choose, the president(s) shall appoint her to a committee. The membership shall serve on the committee for two years (odd-to-odd numbered).
2. The duties and responsibilities of the committees are outlined in the *Constitution, Go-To Guide*, and dkg.org, "Committees."
3. Committee chair responsibilities:
 - a. The work of each committee is under the guidance of the committee chair who follows the direction of the Chapter president(s) in developing the agenda, orienting the committee to its responsibilities, presiding at committee meetings, and keeping committee members informed of the committee's progress.
 - b. Each committee chair shall keep a file folder and box of materials for the next chair. The file shall include a short, dated report summarizing the work of the committee during the biennium and all applicable material.
4. Committee member responsibilities:
 - a. Overall responsibilities of each committee shall be given in the committee description found in the Go-to Guide, dkg.org, "Committees," and in the committee file folder distributed by the president to each chair during committee meetings.
 - b. Proposed committee projects that require funding shall be approved by the Finance Committee after it receives approval by the Executive Board.
 - c. The Chapter shall be responsible for its Chapter duties represented by the International committee description (*Constitution*, Article VIII, Sections B and C.).
 - d. The Chapter may fulfill its constitutional responsibilities by establishing committees as needed.
 - e. Reports of the work of the Chapter shall be prepared on forms supplied by Society Headquarters at dkg.org and submitted to the persons designated on the forms.

Section D. Duties of Committees

1. THE FINANCE COMMITTEE

- a. The Finance Committee shall prepare the annual budget and conduct an internal audit to be submitted to the Executive Board.
- b. The chair shall present the budget to the membership for discussion and vote.
- c. The treasurer shall be a nonvoting member of the committee.

2. THE MEMBERSHIP COMMITTEE

- a. The Membership Committee shall study and make recommendations related to membership issues and challenges.
- b. The committee shall have two chairs.
- c. Updated membership files and biographical data sheets (See dkg.org, "Membership Forms."), State membership reports and necrology, including memorial services and State reports, shall be the responsibility of the committee.
- d. The committee shall plan ways to generate interest in membership and secure names of qualified candidates for active membership.
- e. The committee shall present candidates for vote, issue formal invitations, conduct an orientation, and hold an initiation ceremony (See Article III, Section C. of this document.).
- f. In the case of honorary memberships, the committee shall evaluate the recommendations of proposed candidates and present such candidates for vote.

3. THE NOMINATIONS COMMITTEE

- a. The Nominations Committee shall solicit nominees for the positions to be filled for Chapter officers.
- b. The committee shall present, at the March meeting of even-numbered years, the name of at least one nominee for each of the following:
 - (1) President or co-presidents
 - (2) First Vice-President
 - (3) Second Vice-President (Optional if nominating co-presidents)
 - (4) Recording Secretary
 - (5) Corresponding Secretary
- c. At the March meeting, the committee may also accept nominations from the floor with the consent of the nominee.
- d. If there is but one nominee for each office, the April election may be a voice vote.

- e. The committee shall conduct the election of officers at the April meeting of an even-numbered year.
- f. The simple majority of votes elects.
- g. The outgoing president shall be responsible for the installation of officers, to be conducted at the May meeting (See *Ceremonies* book or dkg.org, “Library.”).

4. THE COMMUNICATIONS COMMITTEE

- a. The Communications Committee shall provide the connection of member to member and encourage communication internally and externally in the Chapter through four major media vehicles: membership email, the *Alpha Eta News Flash* newsletter, the Chapter program book, and the Chapter website.
 - i. The Society at all levels may establish and maintain various types of electronic communications to facilitate meetings and to communicate with members
 - ii. (From ISR 12.82) State organizations and chapters that establish methods of electronic communications are encouraged to adhere to the *International Policy for Use of Electronic Communications*.
 - iii. (From ISR 12.81) The International Policy for Use of Electronic Communications shall be reviewed annually by the Administrative Board. Proposed changes shall be submitted to the International Executive Board for approval.
- b. The designated email recipient and the editors of the Chapter newsletter, the Chapter program book and the Chapter website shall be members of the committee.
- c. The second vice-president (optional if co-presidents) may be a member of the committee.
- d. The chair of the committee shall
 - (1) make available hard copies of the Chapter newsletter at meetings for members without access to email and give hard copies to the corresponding secretary to be post mailed to said members not in attendance.
 - (2) designate an email recipient, or email designee, who shall communicate electronically with the membership the following:
 - i. the Alpha Delta State newsletter *The Voice* (Members without email shall be responsible for securing their own copy.), and
 - ii. any Sunshine news or other Society information given to her to pass on to the members via email;
 - (3) ensure, either personally or by designee, that the Chapter program book is printed, each Chapter member receives a copy, and two copies of the program book are given to the State's first vice-president by the deadline set by the State's “Gold Key Guidelines” each year; and

- (4) keep and update a form with members' signatures indicating their approval or non-approval of the use of their name and/or photo in the Chapter newsletter and website.
- e. The *Alpha Eta News Flash* newsletter editor shall
 - (1) work in conjunction with the Executive Board, the treasurer and other members of the Communications Committee and Educational Excellence Committee to complete and email a newsletter before each meeting of the Chapter convenes;
 - (2) ensure two different copies of the *Alpha Eta New Flash* are emailed to the State editor of *The Voice* and to the State Communications Chairman by the deadline set by the State's "Gold Key Guidelines"; and
 - (3) save a hard copy of each newsletter.
- f. The Chapter program book editor shall
 - (1) work in conjunction with the Executive Board, the treasurer and other members of the Communications Committee and Educational Excellence Committee to complete a Chapter program book in time to be printed before the deadline set by the State's "Gold Key Guidelines" each year; and
 - (2) update one program book as information is changed and/or added throughout the year.
- g. The Chapter website editor shall
 - (1) work in conjunction with the Executive Board, the treasurer and other members of the Communications Committee and Educational Excellence Committee to update and maintain a website for the Chapter; and
 - (2) work with the Alpha Delta State website editor, as the need arises.

5. THE SCHOLARSHIPS AND GRANTS COMMITTEE

- a. The Scholarships and Grants Committee shall select and announce the recipients of the Alpha Eta Chapter Norma Swysgood Memorial Student Scholarships* (if available) and the Alpha Eta Education Mini-Grants, * review the criteria for awarding Chapter scholarships, *grants*, and the *Edith Traftzer Tuition Reimbursement**, promote interest in attracting recipients, and provide financial support for the scholarships and grants.
- b. The recording secretary may serve on the committee.
- c. Guidelines for student scholarships:
 - (1) By January 31, the committee shall have contacted prospective applicants for the student scholarship through the guidance offices of the high schools in Clark County.
 - (2) Before the May meeting, the committee shall have reviewed the student applicants and selected the recipients. An invitation shall be issued to the recipients to attend the May meeting, during which time the committee shall present the recipients, or a bio for whoever cannot attend, to the membership.

- (3) The number of student scholarship recipients and the amounts allotted shall be determined by the committee based on monies raised for these purposes during the previous fiscal year

d. Guidelines for mini grants:

- (1) Before the November meeting begins, the completed application for a mini grant shall be due to the committee chair, who shall sign the application to show receiving it. Applications shall be reviewed during the November committee meetings, if they are held. Outside meetings may also be necessary.
- (2) The president(s) shall approve the chosen recipients and the treasurer notified to write the checks.
- (3) At the December meeting, the chair shall announce the recipients of the mini grants.
- (4) Funding for the mini grants shall be raised during the previous fiscal year and announced at the first Chapter meeting in September.

e. Guidelines for the Edith Traftzer Tuition Reimbursement:

- (1) The money can only be used for courses from an accredited college/university that will go toward an Ohio Teaching Licensure or advanced degree.
- (2) The chapter treasurer will determine the amount of the money to be awarded, based on what the investment fund has earned during the year. The monies will be divided evenly among the completed applications.
- (3) Money will be distributed in June of the current fiscal year. Deadline for turning in the application and required documents will be June 1.
- (4) Courses must be completed within our fiscal year – July 1 through June 30. (Summer courses can be turned in the following June since transcripts will not be available before June 1.)
- (5) Members must disclose if they are eligible to receive reimbursement (and the amount) from any other source. (Example - many school districts offer reimbursements to staff members for completed master's level courses.)
- (6) Applicants will need to turn in the following information: Completed application, a bill or invoice showing the cost of the course, and transcript of completed course work.

f. The committee shall recommend the rules to govern the scholarships, grants, and tuition reimbursement and provide the funding to the Executive Board for approval.

g. A copy of the scholarship, the education mini-grant, and the tuition reimbursement application shall be made available to the membership as an addendum to this document and on the Chapter website.

* On the "DKG Annual Report for Chapter Treasurer," the Memorial Scholarship is referred to as Grants-in-Aid (non-members) and the Mini-Grant *and the Edith Traftzer tuition Reimbursement* as Chapter Scholarships (members).

6. THE WORLD FELLOWSHIP COMMITTEE

- a. The World Fellowship Committee shall be responsible for keeping members informed about and making contact with International World Fellowship recipients who are studying in Ohio.
- b. The corresponding secretary may be a member of the committee.
- c. The committee shall maintain personal contact with International recipients who are studying in Ohio through cards and/or letters.
- d. The committee shall generate financial support for World Fellowship activities as endorsed by DKG International and Alpha Delta State beyond the budgeted amount.

7. THE EDUCATIONAL EXCELLENCE COMMITTEE

- a. The Educational Excellence Committee shall promote personal and professional growth.
- b. The first vice-president, the music leader, and the historian shall be members of the committee. In addition, two members shall serve as assistant chairs.
- c. The committee shall plan programs and projects for Chapter members that enhance personal well-being and intellectual growth, create an awareness of women educators and their issues, celebrate excellence in education, and commemorate Founders' Day.
- d. The committee shall be responsible for the material in the Chapter program book that includes programs and meeting specifics, such as: dates, locations, inspiration and guest speakers, and any other details.
- e. The committee shall work with the chair of the Reservation Committee, the email designee, and the editors of the newsletter, website, and program book.
- f. By the May meeting, a summer meeting date shall be set. At this meeting, the committee shall finalize the coming year's programs and membership meeting specifics. The information shall be given to the editor of the Chapter program book by the September Chapter meeting.
- g. The committee shall determine the need for material goods and the time to support such projects as teachers' work in classrooms and the efforts of local nonprofit organizations. The committee shall also encourage the membership to donate goods to these projects.
- h. The committee shall be responsible for informing the membership of the programs and projects of the Society, which may include the Liaison to the U.N., the U.S. Forum, and GIRLS (Girls Initiative to Revitalize Learning and Success) in addition to a focus on the arts at international conventions, regional conferences, and state conventions
- i. The role of the historian appears in the Addendum and online at dkg.com.

8. THE TABLE COMMITTEE- (when implemented)

- a. The Table Committee shall be responsible for providing table decorations and snack cups for meetings.
- b. Members who are not serving as committee chairs or Executive Board members shall sign up for a table committee for a particular month's meeting.
- c. The chair shall coordinate decorating plans and receive \$5 from her members to offset the cost of snack cups and/or decorations.
- d. The committee shall arrive early to prepare the decorations and remain after the meeting to clean up.

9. THE SUNSHINE COMMITTEE

- a. The Sunshine Committee shall inform the Chapter of those members whose lives have been affected by illness or loss and extend comfort and sympathy by sending cards or flowers, as determined by the "Flower Fund Guidelines."
- b. The committee shall be appointed by the president and work with the treasurer, email designee, and newsletter editor.
- c. A copy of the funding guidelines shall be on the Chapter website as an addendum to this document.

10. THE RESERVATION COMMITTEE

- a. The Reservation Committee shall ensure consistency and accuracy of meal reservations, money paid for meals, and attendance at each meeting.
- b. The chair, appointed by the president, shall work closely with the treasurer and the designated callers, as well as create the calling forms, which shall be a part of each meeting's sign-in process.
- c. The chair shall inform the treasurer of unpaid dinner reservations.
- d. The designated callers shall share any membership concerns as they become aware of them with the email designee and/or the Sunshine Committee.

ARTICLE IX MEETINGS

Section A. Chapter Meetings

1. Regular Meetings

- a. Regular meetings of the Chapter shall be the first Monday of the month (except in September when it is the second Monday) from September to May, excluding January and February. Meetings may be held in-person or virtually.
- b. A quorum for Chapter business shall be 100% of the attending membership. There shall be no proxy voting.

- c. Members shall be reminded of regular meetings in at least one of these ways: program book, newsletter, website, phone call, or other electronic means.
- d. A member should attend every regular meeting unless she has a valid excuse. No member is dropped due to lack of attendance.
- e. The meeting site hostess and the president, or her designee, may cancel a meeting due to weather or catastrophe and reschedule it, if possible. Members shall be notified of the cancellation as soon as possible.
- f. The Table Committee shall be responsible for providing table decorations at the meeting site.
- g. The designated callers of the Reservation Committee shall make every effort to remind a member of the meeting and take her dinner reservation. Each designated caller shall report the number of dinner reservations to the Reservation Committee chair who shall report it to the site hostess. The chair shall be responsible for collecting the dinner fees as members enter the meeting. The fees shall be given to the treasurer and the bill for the dinner is paid by the treasurer to the meeting site hostess.

2. Meetings of the Executive Board

- a. Meetings of the Executive Board shall be held at least twice annually, generally during January and July. The board may meet at other times upon the call of the president.
- b. A quorum shall be a majority of the voting members of the board.
- c. The board may meet through electronic communication as long as all the members may simultaneously hear one another and participate during the meeting.

ARTICLE X PARLIAMENTARY AUTHORITY

Robert's Rules of Order (current edition) shall govern proceedings in all cases to which they are applicable and in which this authority is not inconsistent with the *Constitution* or other adopted Society rules.

ARTICLE XI AMENDMENTS

Section A. Amendments to the *Chapter Rules and Practices*

- 1. Proposals for amending the *Chapter Rules and Practices* may be submitted to the Executive Board in writing by any member or by a special committee designated by the president called the *Chapter Rules and Practices* Committee.
- 2. After study, proposals shall be termed proposed amendments.
- 3. Members shall have advanced knowledge of the proposed amendments.
- 4. The submitted amendments shall become a new business item at a Chapter meeting and allow for discussion.
- 5. The proposed amendments may be amended, suspended, or rescinded by a majority vote of members present.

6. If a proposed amendment is presented to the membership without prior notice, a two-thirds (2/3) vote of the members present shall be needed for passage.
7. Additional *Chapter Rules and Practices* may be adopted at any meeting by a majority vote of those members present.

ARTICLE XII CONFLICT OF INTEREST

The Chapter shall abide by the components of the Conflict-of-Interest Policy as contained in *Constitution*, Article XVIII.

ARTICLE XIII DISSOLUTION

1. Before the Chapter is dissolved, it shall obtain approval of Ohio State Organization (OSO.)
2. Before the Chapter is dissolved, careful consideration shall be given to the manner in which those members desiring to maintain membership transfer to other chapters.
3. International and State procedures shall be followed.
4. Any remaining funds in the Chapter account shall be sent to the State treasurer and deposited in the available fund.
5. Chapter paraphernalia, Society publications, and Chapter records shall be retained in the State's archives and made available for use.
6. The Chapter charter shall be returned to the State to be forwarded to the Society Headquarters.
7. Alpha Delta State Executive Board shall decide whether the Greek name shall be reused.

ARTICLE XIV- ETHICS STATEMENT

Section A. DKG Position Statement on Ethics

The DKG Society International will maintain an ethics policy to uphold their values, maintain trust, make ethical decisions, and foster a culture of integrity. It is an essential component of effective governance for a responsible reputation.

Section B. Ethics Policy and Violation

1. An ethics policy sets clear expectations for behavior within the organization. It defines acceptable and unacceptable conduct and establishes a process for holding individuals accountable for unethical actions. An ethics policy serves as a public statement of the organization's commitment to ethical behavior.
2. The Administrative Board should adopt and communicate to members policy and procedures to report misconduct and unethical behavior, including the opportunity to report anonymously. The policy should include the process for reporting an ethical violation, investigating the violation, taking action, and administering reparation and/or apologies if warranted.
3. A person determined responsible for violating the adopted rules or ethical policies of the Society may be removed from any international elected or appointed position by the Administrative Board.

ADDENDUM

INDEX

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2. Alpha Eta Education Mini-Grant Application
3. Alpha Eta Chapter Norma Swysgood Memorial Student Scholarship Application
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5. Alpha Eta Chapter Flower Fund Guidelines
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7. Edith Traftzer Tuition Reimbursement Guidelines
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1. ALPHA ETA EDUCATION MINI-GRANT GUIDELINES

Goals

To encourage and recognize the Chapter educator's achievements.
To enrich the academic experience of the Chapter educator and her students.

Criteria

A mini grant must be for classroom activity or continuing education.
Is the statement of the grant proposal clear?
Is the objective realistic and worthwhile?
Does the proposal have the promise of benefiting the educator and her students?

Deadline

Before the November Chapter meeting begins, the chair, or her designee if she is absent, of the Scholarships and Grants Committee must have received a completed application form. The chair's signature is required on the form to ensure that she is aware of your mini-grant submission.

Funding

The total amount available shall be announced at the first meeting in September.

Process

Applications shall be reviewed during the November committee meetings, if they are held.
Outside meetings may also be necessary.

Announcements of recipients and the amount of their mini grants shall be presented at the December meeting.

Each recipient shall give a written or oral report to the membership when the proposal has been fulfilled.

Grants must be expended by the end of the current school year.

Proof of purchase, e.g receipts or bills, must be given to the Chapter treasurer.

2. ALPHA ETA EDUCATION MINI-GRANT APPLICATION

Date:

Applicant's Name:

Proposal Title:

Grant Amount Requested:

A paragraph summary description of your proposal and why it is needed.

A summary of your requested grant amount, including the cost of materials, transportation, food, and/or course or class fees.

Applicant's signature:

Scholarships and Grants Committee Chair's signature:

Date received:

3. ALPHA ETA CHAPTER
NORMA SWYSGOOD MEMORIAL STUDENT SCHOLARSHIP
of the
DELTA KAPPA GAMMA SOCIETY INTERNATIONAL

Mission Statement

The Delta kappa Gamma Society International promotes professional and personal growth of women educators and excellence in education.

A Brief History

The Delta kappa Gamma Society International was formed on May 11, 1929. DKG “arose from the feelings in the minds of its founders of the need for an organization of ... women teachers of all types and all lines of work. The founders were strongly of the opinion that an organized body of women teachers selected from among the best in the profession united by bonds of friendship and by the force of common purposes—for the betterment of women teachers and the improvement of schools generally—would have an opportunity for rendering real service to education.”

~Dr. Annie Webb Blanton, Founder. *The Delta Kappa Gamma Bulletin, Volume III, No. 1, Nov. 1936:50*

Chapter Scholarship Award

The Delta kappa Gamma Society International, Alpha Eta Chapter, awards scholarships annually to young women going into the field of education, to enhance fulfillment of its fifth purpose: “to endow scholarships to aid outstanding women educators in pursuing an education degree.” Awards are made for the period beginning July 1st of each year through June 30th of the following year.

Terms and conditions

1. Candidate(s) will be notified of the decision of the Chapter Scholarship Committee by May 1st. A successful candidate must inform the committee in writing of her acceptance or rejection of the award by May 31st.
2. The committee regards the acceptance of a scholarship by the recipient as agreeing to : Pursue the course of study as specified in her application.

Payment to Recipients

The award will be given after the successful completion of the first term of schooling upon receipt of a transcript or grade report. Be sure to include the school name and address, student ID number, and date fees are due. This info should be submitted to the treasurer of Alpha Eta Chapter.

Application Submission

Please mail your completed application to the Scholarship Committee Chairman. It must be **postmarked by March 31**. If you have any questions about the completion of this application, feel free to contact the Scholarship Committee Chairman.

Delta Kappa Gamma Alpha Eta Chapter Scholarship
Application

Name _____

Address _____

City _____ Zip Code _____

Phone _____ Birth Date _____

Name of your father/guardian _____

Place of employment _____

Highest education grade level attained _____

Name of your mother _____

Place of employment _____

Highest education grade level attained _____

Parents' marital status _____

How many brothers and sisters do you have? _____ Ages? _____

How many of your brothers and sisters still live at home? _____

How many of them are enrolled in college? _____

How do your parents/guardians feel about you furthering your education? (circle one)

Greatly interested

Mildly interested

Uncommitted

Somewhat negative

Very negative

College(s) to which you have applied? _____

Have you been accepted to any of them? If yes, which ones _____

Intended educational field of study _____

School Activities: list the three activities in which you have participated that have been the most fulfilling.

Activity	When (month/year to month/year)	Special Honors
_____	_____/_____ to ____/____	_____
_____	_____/_____ to ____/____	_____
_____	_____/_____ to ____/____	_____

Community Services: List up to three activities in which you have participated, including volunteer projects (outside school requirements).

Organization	When (month/year to month/year)	Activity
_____	_____/_____ to ____/____	_____
_____	_____/_____ to ____/____	_____
_____	_____/_____ to ____/____	_____

List your last two paid work experiences.

Employer	When (month/year to month/year)	Position held
_____	_____/_____ to ____/____	_____
_____	_____/_____ to ____/____	_____

Please provide any additional information about personal or financial circumstances that you think should be considered when reviewing your application.

IMPACT STATEMENT: In 250 to 300 words, write an essay reflecting on those experiences that have led to your desire to become a teacher.

RECOMMENDATIONS:

1. a reference from a teacher
2. a reference from a person who is not a relative or a teacher you have had

COUNSELOR'S FORM: Includes a high school transcript

I certify that the information on this form is true and complete to the best of my knowledge.

Signature

Date

Is your application complete?

- ☐ application form
- ☐ essay about career
- ☐ teacher reference
- ☐ other reference
- ☐ counselor's form

Delta Kappa Gamma Alpha Eta Chapter Scholarship
COUNSELOR'S FORM

PLEASE TYPE OF PRINT:

Applicant's Name: _____

Home Address: _____

PLEASE ASSIST THE APPLICANT BY FOLLOWING THE DIRECTIONS BELOW:

Attach a transcript of grades of the first seven semesters of high school.

List the numbers of days of school missed this year: _____

List the number of days of school missed in the past two years: _____

List the applicant's results of scholastic aptitude as indicated by standardized test scores:

Test: _____ Score _____

Test: _____ Score _____

Student's GPA on a 4 point scale: _____ Class Rank: _____ out of _____

What effect will the scholarship have on the applicant becoming a teacher?

What makes you think this applicant will follow through and become a teacher?

Signature of Counselor

Date

4. ALPHA ETA CHAPTER NORMA SWYSGOOD MEMORIAL SCHOLARSHIP

A BIOGRAPHY OF NORMA SWYSGOOD

Norma Eloise (Trainor) Swysgood was born on June 4, 1931 in Springfield, Ohio to Willis, Sr. and Mary (Loudenbach) Trainor. She was the middle of three children, her brother Donald nine years older and her brother Willis nine years younger. Her mother was a homemaker and her father worked at Ohio Thermometer, building commercial thermometers, and later going on to build radios, as they became the media source for information and entertainment during the 1940s and 1950s. Norma was known as the “black sheep” of the family, as she always went against the grain, so to speak, and pursued what she wanted to do even if it was not easily accepted in her early years and even later on in her life.

She attended Warder Park Elementary School, Schaefer Junior High School and graduated from Springfield High School in 1949. She enrolled at Wittenberg University in the fall of 1949 majoring in Early Childhood Education. In those days it was not a popular decision for a woman to attend college, let alone join the work force. As she promised her parents, she graduated from Wittenberg University on June 6, 1953 with a degree in Early Childhood Education. Upon graduation, she married Donald Lee Swysgood, on June 10, 1953.

Norma’s passion was always to teach, and she demonstrated that in almost everything she did throughout her life. While studying at Wittenberg and after graduation, she volunteered at a day care center for the doctors' and nurses' children at Mercy Hospital until she began her first teaching position at the “old” Elmwood Elementary School where she taught kindergarten. She was there for five years until she became pregnant with her daughter, Lydia Ann (Swysgood) Pizner who was born January 3, 1960. At that time, when a female teacher began to “show,” she had to go on maternity leave so that is what she did until I was born. She remained at home until her son Mark Alan Swysgood was born on January 27, 1961.

With two children only a year apart, our mom decided to open a day care in her home so that she could take care of us as well as work with other children who needed a place to be cared for while their parents were at work. She had eight children in our home ranging in age from toddler to first grade. My mom provided each child an opportunity to participate in early childhood academic lessons, arts and crafts, outdoor activities, snack time, nap time and a variety of other fun activities throughout each day.

She had the daycare in our home until 1965 when I went into kindergarten and my brother, Mark, was in preschool. She knew she wanted to get back into education, outside of our home, so she began the “Challenge Nursery” for low-income children, ages 3-5 along with their families in the basement of Covenant Presbyterian Church. This is what we know of today as Head Start. She not only provided daily educational opportunities but also many enrichment activities and support groups for families. She offered a food and clothing pantry which was available not only to the families in the program but also to economically impoverished community members.

Our mother worked tirelessly in this program from 1965-1969 when she was offered a kindergarten position at Fulton Elementary School in the Springfield City School District. From 1969 until her retirement in June of 1991 she taught kindergarten, extended kindergarten and third grade. Her career highlights came from her kindergarten students. During the thirty-eight years that she was in education and for many years afterward, she heard from former students through cards, letters and phone calls.

After her retirement she subbed in Clark County as well as in the Cedarville Local Schools for six more years. In June of 1997 she officially retired and turned in her final grade book.

From 1997-2007 Norma enjoyed traveling with our dad, visiting family, especially her grandchildren, Dustin and Jennifer Swysgood, in Pelham, Alabama, having lunch/dinner with close friends, actively volunteering and participating in her church, Fifth Evangelical Lutheran Church, actively participating in Delta Kappa Gamma/Alpha Eta Chapter, Retired Teachers Association and ministering to shut-ins in the area community.

Our mom was diagnosed in October of 2005 with Alzheimer's disease and in January of 2006 with Non-Hodgkin's Lymphoma. She succumbed to both on July 17, 2007. However, even during the last few months of her life she ministered to others, in her own way, as well as relied on the strength of her faith, family and friends.

Norma always will be known to all who knew her as a strong, independent, business-like, creative, passionate, "tell it how it is" woman in all that she accomplished in life as well as in all of her relationships. To us she was "Mom" whom we loved so very much!

Warmly and with God's Blessings~

Mark and Sharon Swysgood Jennifer and Gabe Swysgood

Dustin and Mary Swysgood Clark and Lydia Pizner

**5. ALPHA ETA CHAPTER
FLOWER FUND GUIDELINES**

Death in the immediate family of member
living under the same roof of member

Planter to Member

Member in Hospital

One red rose or suitable substitute

Member Confined

One red rose or suitable substitute

Prolonged Illness of Member

Cards

Death of a Member

One red rose or suitable substitute and
contribution to the Scholarships and Grants Memorial Scholarship
or Education Mini-Grant fund

6. ROLE OF CHAPTER HISTORIAN

Most chapter presidents appoint a chapter historian, who may serve for one biennium or over a period of time. A historian's job, in brief, includes:

- a. Organizing chapter files and historical documents,
- b. Preparing an annual scrapbook,
- c. Researching, compiling, preserving chapter history, and
- d. Giving historical presentations or helping with Founders' Day.

More specifically, the following information should be updated on a regular basis:

- a. List of officers and committees for each biennium.
- b. Resume of chapter achievements and honors.
- c. List of members with the following information:
 - (1) installation date, and
 - (2) local, state and international contributions, such as officer positions, committee chairs, committees served on, special assignments, awards from DKG or any outstanding awards from other organizations.
- d. List of deceased members.
- e. List of honorary members, including date initiated and outstanding achievements.
- f. List of transferors and name of chapter to which they transferred.

Other items to be kept:

- a. newsletters
- b. programs
- c. photos
- d. items of interest in the future
- e. printed booklets of state and international history for reference

Preservation process:

The chapter scrapbook is like a family photo album. Be mindful of the paper and adhesive used. Identify each person in a photograph as well as the date and event. Think about the storage. Consider www.scrapbook.com for techniques and suggestions.

Edith Traftzer Tuition Reimbursement Application Guidelines

Former Alpha Eta Chapter member, Edith Traftzer, bequeathed money to be used as tuition reimbursement to help members, who are active teachers, with the expenses of their continuing education and licensure. If no active teachers apply for course reimbursement each year, \$500 earned from the dividend from the investment account may be used for scholarships for students seeking a Bachelor of Education degree.

The following information outlines the program:

1. The money can only be used for courses from an accredited college/university that will go toward an Ohio Teaching Licensure or advanced degree.
2. The chapter treasurer will determine the amount of the money to be awarded, based on what the investment fund has earned during the year. The monies will be divided evenly among the completed applications.
3. Money will be distributed in June of the current fiscal year. Deadline for turning in the application and required documents will be June 1.
4. Courses must be completed within our fiscal year – July 1 through June 30. (Summer courses can be turned in the following June since transcripts will not be available before June 1.)
5. Members must disclose if they are eligible to receive reimbursement (and the amount) from any other source. (Example - many school districts offer reimbursements to staff members for completed Masters level courses.)
6. Applicants will need to turn in the following information:
 1. Completed application
 2. A bill or invoice showing the cost of the course
 3. Transcript of completed course work

**Edith Traftzer Tuition Reimbursement Application
for Members of Alpha Eta Chapter of DKG International**

Due date – June 1

Name _____

Address _____

City/State/Zip _____

Current School District / University _____

I have or will be reimbursed \$ _____ from _____

I still have \$ _____ to pay myself.

I have attached:

_____ An invoice for the course work from _____

_____ A transcript for completed course work

Signature _____ Date _____

Notes or comments: