

**Standing Rules**  
**of**  
**Alpha Gamma Chapter**  
**Tennessee State Organization**  
**The Delta Kappa Gamma Society International**



**ARTICLE I  
NAME**

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

**ARTICLE II  
PURPOSES**

The purposes of Alpha Gamma Chapter shall be the seven Purposes of The Delta Kappa Gamma Society International and those of Tennessee State Organization. In addition, the chapter will

- A. Continue the work of the Tennessee State Organization Founders and the Alpha Gamma Chapter charter members, and
- B. Promote the advancement of women educators and excellence in education in the Alpha Gamma Chapter area.

The rules contained herein clarify and describe the decisions of Alpha Gamma Chapter and are in addition to the *Bylaws* and *Rules* of Tennessee State Organization and the International *Constitution* and *Standing Rules*.

**ARTICLE III  
MEMBERSHIP**

- Membership is in accordance with the Constitution, Article III and the International Standing Rules, 3. The Chapter has full authority for the administration of membership
- Recommendation for Membership forms shall be available at each regular chapter meeting.
- Recommendation for Membership forms shall be completed by the sponsor and returned to the membership chairman by the next regular meeting.
- The Membership Committee shall review Recommendation for Membership (Form 11) and prepare to present the candidates' names to the chapter membership.
- Voting for prospective members will occur at that meeting.
- The general membership shall vote by secret ballot. A simple majority of members present will elect the candidate to membership.
- Invitations to membership shall be in writing and delivered in person, if possible within seven (7) days following election to membership.
- Orientation of members-elect shall be held within the following month.

- The orientation program shall be the responsibility of the membership committee.
- Members-elect will indicate in writing their acceptance to membership within two weeks.
- Induction shall be held at the discretion of the Membership Committee.
- Honorary members shall have given or be giving distinguished service to education and/or women which is of local significance to the chapter area.
- The recording secretary shall record in the minutes the name of any member whose membership is terminated. The record shall include the reason and date of termination.
- Special recognition of a member's death shall be financed by the chapter assessment/dues.
- The executive board shall decide on the disposition of Society jewelry that has been returned to the chapter.
- The membership of Alpha Gamma Chapter shall be composed of active, reserve, honorary, and collegiate members.
- Active members shall women who are or have been employed as a professional educator at the time of her election.
- 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.
- Collegiate members shall be undergraduate or graduate students who meet the following criteria:
  - a. Undergraduate student collegiate member shall
    - (1) be academically and professionally in the field of education; and
    - (2) be enrolled within the last two years of their undergraduate education degree
  - b. 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.
    - When a collegiate member starts her career as a paid educator, she will pay active 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.
    - Collegiate members may participate in all activities except that of holding office.
- Members in good standing who move to an area where a Delta Kappa Gamma chapter is not available shall be allowed to remain in the chapter.

- Candidates for membership may be presented by any member and shall be voted upon by written secret ballot in a chapter meeting, and members will be selected by a majority vote of the members present.
- The date(s) for presentation, voting, and induction shall be determined by the Membership Committee.
- An individual becomes a member of the Society when she pays her dues.
- The membership year is July 1 to June 30.
- Members shall serve on committees and participate in Society activities.
- Members are encouraged to notify the recording secretary when they are unable to attend a chapter meeting.
- The chapter's treasurer shall maintain a complete record of all membership in Alpha Gamma Chapter including memberships that are terminated. The record shall include the reason, non-payment of dues and fees, resignation, or death, and date of termination. The chapter shall file letters of resignation.
- Reinstatement of a member shall be completed upon payment of dues.
- Reserve membership shall be granted only to those who are unable to participate fully in the activities of the chapter because of physical or mental disability and/or geographic location.
- A member in good standing may transfer from one chapter to another upon notification to International Headquarters.

#### **ARTICLE IV FINANCES**

- Financial matters are in accordance with the *Constitution, International Standing Rules* and *Tennessee State Organization Bylaws*.
- The Finance Committee shall make recommendations for changes in dues no later than August 1. All members shall be notified prior to the first meeting of the fiscal year.
- Chapter dues shall be determined annually by chapter vote no later than the first meeting of the fiscal year.
- Annual chapter, state organization, and international dues and fees shall be collected by the chapter treasurer by June 30.
- Non-payment of dues and fees will result in termination of membership.
- For membership or reinstatement between July 1 and December 31, the member shall pay dues and scholarship fee for the current year. New members shall also pay the induction fee.
- For membership or reinstatement on and after January 1, the member shall pay one-half the international and state membership dues, in addition to the full

scholarship fee. New members shall also pay the induction fee. Chapter dues may also be pro-rated.

- The Finance Committee shall develop an annual budget and present it to the membership for approval no later than the first business meeting of the fiscal year.
- Annual dues and scholarship fees, including a World Fellowship contribution one dollar (\$1.00) per member which shall be added to the annual chapter dues, shall be paid during May or June.
- The chapter treasurer and/or the chapter president should make every effort to contact members who have not paid dues by June 15 to urge them to retain their Society membership by paying dues before June 30.
- The chapter treasurer shall collect all dues (Active: Chapter - \$10; State – \$14; International - \$40; Reserve: Chapter - \$5; State - \$7; International - \$20; Collegiate – Chapter - \$\_; State - \$7; International - \$20) and fees (Scholarship Fee of \$1 per member with the exception of collegiate members who pay no scholarship fee). State and International dues and fees shall be forwarded to the state treasurer and International by July 10.
- The induction fee shall be ten dollars (U.S. \$10).
- The induction fee shall be allocated: Chapter . . . . . U.S. \$7.50  
State Organization . . . U.S. \$2.50
- The one-time fee for honorary membership shall be \$49.50 as established by the 2012 international convention.
- The fiscal year shall be July 1 through June 30.
- The Finance Committee shall perform an annual audit.

**ARTICLE V  
ORGANIZATION**

- Alpha Gamma Chapter shall govern the conduct of its business in a manner consistent with the Constitution, International Standing Rules, the Tennessee State Organization Bylaws, the Tennessee State Organization Standing Rules and the Alpha Gamma Chapter Standing Rules.

**ARTICLE VI  
OFFICERS AND RELATED PERSONNEL**

- Alpha Gamma Chapter officers shall be a president, a first vice-president,

second vice-president, recording secretary, and corresponding secretary, elected by the membership, and a treasurer, selected by the Executive Board. The chapter president shall appoint a parliamentary adviser.

- A slate of officers, with one nominee per office, shall be prepared by the Nominations Committee and presented to the membership at the January meeting, with the election taking place in January. The ballot shall include the slate of officers and nominees for the Nominations Committee.
- Chapter officers take office on July 1 of even-numbered years.
- In even-numbered years, the outgoing president, the incoming president, and the first vice president will be expected to attend Tennessee State Organization Convention. Their expenses, not to exceed the amount budgeted, will be paid upon the receipt of invoices by the chapter treasurer. Officers' expenses, not to exceed the budgeted amount, may be paid for attending Tennessee State Organization Officers' Training Conference.
- Duties
  - A. The president shall:
    1. Become familiar with her duties and the procedures and programs of the Society by attending the Officers' Training Conference provided by Tennessee State Organization.
    2. Acquire and study the International *Constitution* and *Standing Rules*, the Tennessee State Organization *Bylaws* and *Rules* and the Alpha Gamma Chapter *Policies and Procedures*.
    3. Attend Tennessee State Organization Convention annually and represent the chapter on the Tennessee State Organization Executive Board.
    4. Appoint and work with all chapter standing committees and any ad hoc committees deemed necessary for the work and welfare of the chapter.
    5. Communicate regularly with chapter members using a variety of communication methods.
    6. Assume responsibility for other decisions and arrangements that require executive action.
    7. Keep a file of chapter minutes, correspondence, newsletters, and Society publications.
    8. Chair the chapter executive board and serve as an ex-officio member of all committees except the Nominations Committee.
    9. Fill by appointment all vacancies.
  - B. The first vice-president shall:
    1. Serve as a member of the chapter executive board.
    2. Assume the duties of the president when necessary.
    3. Assist the president in the work of the chapter.
    4. Serve as the chair of the Educational Excellence Committee.

5. Update, produce, and print the chapter yearbook.
  6. Send required copies of the yearbook to Tennessee State Organization as required.
  7. Attend the Tennessee State Organization Training Conference for Chapter Officers.
  8. Attend the Tennessee State Organization Convention.
- C. The second vice-president shall:
1. Serve as a member of the chapter executive board.
  2. Assume the duties of the first vice-president when necessary.
  3. Assume the duties of the president when the first vice-president is unable to do so.
  4. Assist the president and first vice-president in the work of the chapter.
  5. Assist the president and first vice-president in printing, assembling, and distributing the chapter yearbooks.
  6. Attend the Tennessee State Organization Convention.
  7. Chair the K/Pre-K Orientation project
- D. The recording secretary shall:
1. Serve as a member of the chapter executive board.
  2. Complete minutes of each meeting, giving a copy to the chapter president and filing a permanent copy. Minutes should never be destroyed.
  3. Chapter minutes must include the names of members terminated, including the reason and date of termination.
  4. Maintain an accurate roll of membership. Membership records should never be destroyed.
  5. Retain records of resignation of members including the date and reason for the resignation or termination of membership.
- E. The corresponding secretary shall:
1. Serve as a member of the chapter executive board.
  2. Attend to the correspondence of the organization as delegated by the president.
  3. Plan, produce, print, assimilate, and distribute the chapter newsletter in conjunction with the president and other officers and committees. It shall contain space for the president's column.
  4. Communicate with absentees of regular meetings.
  5. Explain to members that following resignation or death, the keypin may be kept but no longer be worn.
- F. The treasurer shall:
1. Serve as a member of the chapter executive board.
  2. Maintain accurate records of all receipts and expenditures as well as an accurate and current membership roster.

3. Submit books annually for audit by the Finance Committee.
  4. Receive and pay all moneys belonging to the organization.
  5. Report to the chapter at each regular meeting regarding the financial status of the chapter.
  6. Report to the Tennessee State treasurer regarding the payment of dues and fees by June 30.
  7. Notify the state treasurer of members that have been dropped from membership for any reason.
  8. Notify the recording secretary, corresponding secretary, chapter president, and state treasurer of changes in members' names or contact information.
  9. Pay a portion of the registration fee to Tennessee State Organization Convention for initiates and members presenting workshops upon receipt of invoices.
  10. Attend the Tennessee State Organization Training Conference for Chapter Officers.
  11. Attend the Tennessee State Organization Convention.
  12. Serve ex-officio on the Finance Committee.
  13. Order the president's pin.
  14. Receive contributions and maintain accounting records.
  15. Notify in writing the family of the deceased upon receipt of memorial contributions or when advised by the Sunshine Committee to transfer funds as a memorial.
  16. Upon notification by the Educational Excellence Committee, pay one-half of the chapter-approved recruitment grant amount as directed by the chapter. The second half will be paid at the beginning of the second semester upon receipt of proof of successful completion of the first semester and enrollment as a full-time student for the second semester.
- G. The parliamentary advisor shall:
1. Serve as an advisor to the chapter officers and members.
  2. Serve as an ex-officio member of the Rules Committee.
- H. The immediate past president shall:
1. Serve as a member of the chapter executive board.
  2. Serve as a member of the Finance Committee.
  3. Mentor the new chapter president.
  4. Present the chapter president's pin at her installation.

#### Term of Office

- A. Chapter officers, except the treasurer, shall be elected at the December meeting of odd-numbered years by a majority of the members present.
- B. The term of each elected officer shall be two years. No officer, except the



treasurer, shall serve in the same office more than two biennia in succession.  
C. All officers shall take office on July 1 of even-numbered years.

## ARTICLE VII MEETINGS

- Alpha Gamma Chapter shall meet at least five (5) times per year during the months of August through June.
- Meetings may be face-to-face, through electronic communications, or a combination of the two as long as members may hear and actively participate in the meeting.
- A quorum, necessary for the conduct of business, shall be a majority of the active members.
- Matters requiring immediate action may be addressed either with a mail or electronic vote. A majority vote of chapter members is required for this action. If the vote is by mail, ratification must be made at the next face-to-face meeting. There shall be no proxy voting.

## ARTICLE VIII EXECUTIVE BOARD

- The Executive Board of Alpha Gamma Chapter shall meet twice annually.
- The Executive Board shall be composed of the elected officers and the immediate past president. The treasurer and the parliamentary advisor are ex-officio members without vote.
- The Alpha Gamma Chapter Executive Board shall function according to the *Constitution, Article VII. C.*

## ARTICLE IX COMMITTEES

- Alpha Gamma Chapter standing committees shall fulfill responsibilities as outlined in the *Constitution* and as detailed in the *Handbook*.

Standing Committees shall be:

- A. Society Business
  1. Communications and Publicity
  2. Finance
  3. Historical Preservation
  4. Membership

- 5. Nominations
- 6. Rules
- B. Society Mission and Purposes
  - 1. Arts
  - 2. Awards
  - 3. Educational Excellence
  - 4. Fund Development
  - 5. Legislation and Forum
  - 6. Literacy
  - 7. Chapter, State and International Projects
  - 8. Sunshine and Telephone Tree
  - 9. Technology

General Procedures

- A. All committees shall be appointed by the president except the Nominations Committee. The Nominations Committee is elected by the members.
- B. All committee chairs shall transfer files to the succeeding chairman by July 1 of even-numbered years.

Duties of Society Business Committees

- A. The Communications and Publicity Committee shall:
  - 1. Publicize information about the chapter to the community.
  - 2. Provide information and assistance to the Historic Preservation Committee in the updating of chapter scrapbooks.
  - 3. Maintain a library of Society publications.
- B. The Finance Committee shall:
  - 1. Recommend chapter dues and assessments.
  - 2. Prepare and recommend the chapter budget annually for approval by the Executive Board.
  - 3. Assign net profits from fundraisers, sale of pecans and Daddy Daughter Dance, as follows:
    - 70% of net profit from pecan sale supports the recruitment grant
    - 70% of Daddy Daughter Dance net profit supports New Teacher Program and Backpack Program
    - 30% allocated to the chapter available fund.
 Funds from the Daddy Daughter Dance in excess of those expended on the New Teacher Recognition Program (at least \$25 gifts/teacher plus reception or other recognition) and the Backpack Program (\$100 minimum) may be available for member grants for DKG professional development opportunities or special classroom projects.
  - 4. Supervise expenditures and investments.
  - 5. Conduct an annual audit of the treasurer's books.

- C. The Historical Preservation Committee shall:
  1. Organize and preserve documents belonging to the chapter.
  2. Update the chapter scrapbooks.
- D. The Membership Committee shall:
  1. Recommend prospective members to the chapter.
  2. Conduct orientation of prospective members.
  3. Plan and implement the induction of new members.
  4. Store induction paraphernalia.
  5. Maintain an accurate record of invitations sent and replies received.
  6. Conduct periodic re-orientation for chapter members.
  7. Maintain a current file of biographical data of chapter members.
  8. Conduct memorial service and prepare necrology reports.
- E. The Nominations Committee shall:
  1. Recommend nominees for elective office and committee positions.
  2. Consider geographic area when recommending chapter officers.
  3. Secure the consent of the nominee before placing a name in nomination.
  4. Recommend a slate of officers for consideration by the membership at the January meeting of even-numbered years.
  5. Prepare the ballot for voting if more than one nominee seeks a position.
  6. Plan and implement the officer installation ceremony.
- F. The Rules Committee shall:
  1. Meet annually to update the Rules of Alpha Gamma Chapter in accordance with Tennessee State Organization and International governing documents.
  2. Publish recommended changes in *Alpha Gamma Matters* prior to the presentation to the Executive Board and the membership.

#### 11.4 Duties of Society Mission and Purposes Committees

- A. The Arts Committee shall:
  1. Plan and implement the chapter display at Tennessee State Organization Convention.
  2. Encourage an appreciation of the arts among chapter members.
  3. Represent Alpha Gamma Chapter in Women in the Arts
- B. The Awards Committee shall:
  1. Recognize outstanding chapter members during chapter meetings.
  2. Submit the names of outstanding members to Tennessee State Organization for recognition at the Tennessee State Organization Convention including members with fifty years of service.
- C. The Educational Excellence Committee shall:
  1. Have the first vice-president as its chair.
  2. Have at least two other members appointed by the president.
  3. Plan the chapter's program of work for the year to

- a. Develop leadership among members through programs and projects that aid in individual growth and community service.
  - b. Encourage concern and involvement in economic, social, political, and educational issues.
  - c. Select the recipient(s) for grant(s)-in-aid by May 1, from applications submitted to high school guidance counselors by April 15.
  - d. Use music to enhance chapter meetings.
- 4. Plan an annual program to honor the Founders near May 11. The meeting shall be designated as the Founders' Day meeting.
  - 5. The Founders' Day and the Christmas meetings shall rotate among the hostess groups according to the following schedule:

Christmas in January

- 2017 – Lafayette #1
- 2018 – Lafayette #2
- 2019 – Red Boiling Springs #1
- 2020 – Red Boiling Springs #2
- 2021 – Lafayette #3
- 2022 – Lafayette #1

Founders' Day

- 2016 – Red Boiling Springs #2
- 2017 – Red Boiling Springs #1
- 2018 – Lafayette #3
- 2019 – Lafayette #1
- 2020 – Lafayette #2
- 2021 – Red Boiling Springs #2

- 6. Encourage member participation in all chapter programs and activities.
  - 7. Prepare and distribute the chapter yearbook.
- D. The Fund Development committee shall:
    - 1. Propose approved projects annually to increase funds for Alpha Gamma Chapter with implementation by committees appointed by the president.
  - E. The Legislation and Forum Committee shall:
    - 1. Recommend action in the field of legislation to improve education and the status of women educators.
    - 2. Encourage members to attend the Tennessee State Organization Legislative Symposium and the National Legislative Seminar. Expenses incurred by members attending Tennessee State Organization legislative activities may be paid from chapter funds but are not to exceed the amount budgeted.
    - 3. Encourage members to communicate with their legislators regarding desirable legislation.

4. Work to accomplish goals of the Tennessee State Organization Legislation Committee and the U.S. Forum Committees.
- F. The Literacy Committee shall:
1. Propose projects to the chapter to battle illiteracy in the Alpha Gamma Chapter area.
  2. Conduct the annual registration of children for the Imagination Library.
- G. The State and International Projects Committee shall:
1. Recommend projects of Tennessee State Organization for Alpha Gamma participation.
  2. Recommend donations to Tennessee State Organization and International projects.
  3. Encourage participation in leadership development opportunities offered by Tennessee State Organization and the Society.
  4. Encourage members to apply for scholarships from Tennessee State Organization and the Society.
  5. Encourage members to apply for grants and awards to fund classroom and chapter projects and professional development
- H. The Sunshine and Telephone Tree Committee shall:
1. Consist of a representative from each hostess group who shall be responsible for calling the other members of her group as the need arises.
  2. Send a red rose bud vase when members are hospitalized.
  3. Recommend appropriate memorial gifts as follows: \$25.00 for members and \$20.00 for husband, child, or parent.
- I. The Technology Committee shall:
1. Inform the chapter of technological innovations.
  2. Assist chapter members in their efforts to improve technological skills

## **ARTICLE X ACTIVITIES**

- Alpha Gamma Chapter publishes *Alpha Gamma Matters* five (5) times per year.
- Alpha Gamma Chapter conducts the Daddy / Daughter Dance annually.
- Alpha Gamma Chapter conducts an annual pecan sale.
- Alpha Gamma Chapter may conduct other activities that are appropriate and approved by the membership.

## **ARTICLE XI DISSOLUTION AND MERGER**

### **Chapter Dissolution**

1. Before a chapter may be dissolved, the approval of the state organization Executive Board must be obtained.
2. The charter must be returned to the state organization to be forwarded to International Headquarters.
3. Any remaining funds in the chapter's account shall be sent to the state organization treasurer.
4. Induction paraphernalia, chapter records, and Society publications are to be sent to the state organization for retention in the archives and to be made available for use.
5. Those members desiring to maintain membership may transfer to other chapters or become state members if there is no other chapter near them. International procedures must be followed.
6. The Executive Board shall decide whether to reuse the Greek name of the dissolved chapter.

### **Chapter Merger**

According to Robert's Rules of Order, Newly Revised, chapters experiencing difficulties may choose to merge with another existing chapter. The steps are

1. The chapters decide which chapter will continue and which will discontinue.
2. Both chapters' membership must agree.
3. The chapter that is discontinuing turns over all records, funds, and other possessions to the continuing chapter.
4. Members of the discontinuing chapter are transferred and welcomed into the continuing chapter.

## **ARTICLE XII PARLIAMENTARY AUTHORITY**

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

## **ARTICLE XIII AMENDMENTS**

- These rules, individually or collectively, may be amended or rescinded by a two-thirds vote of the members present, providing the suggested changes have been published in a chapter newsletter or on the chapter Website prior to their presentation.
- The executive board shall review the standing rules at least once during the biennium.

- Individual rules may be considered at any regular business meeting.
- Alpha Gamma Chapter rules shall be amended automatically by the Rules Committee to comply with the *Constitution, International Standing Rules*, and the *Tennessee State Organization Bylaws and Standing Rules*. Notice of automatic updates shall be published in *Alpha Gamma Matters*, fall issue.

**Rules Committee**

**Amanda Meredith, Chair**

**Margaret Cook**

**Sandra Smith**

**Jayne Watson**

**Andrea Flynn, ex-officio**

**Wynona Clayborne, ex-officio**

**Linda McCrary, ex-officio**

**Revised February 11, 1997**

**Revised October 8, 2002**

**Revised September 12, 2006**

**Revised September 8, 2009**

**Revised September 11, 2012**

**Revised April 12, 2016**

**Revised September 17, 2019**