

ALPHA LAMBDA CHAPTER RULES, PROCEDURES AND POLICIES

ARTICLE I - NAME

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

ARTICLE II - MISSION AND PURPOSES

Alpha Lambda Chapter shall promote the purposes of The Delta Kappa Gamma Society International and provide a reference guide for carrying out the work of the Society in accordance with the accepted customs and traditions of The Tennessee State Organization (Tennessee State) and Alpha Lambda Chapter.

ARTICLE III - MEMBERSHIP

Section 1. Classification

Membership in Alpha Lambda Chapter shall be composed of active, reserve, honorary, and collegiate members. Membership shall be by invitation. A member may submit a recommendation for membership to any chapter.

- A. 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.
- B. 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. Reserve status shall be granted by a majority vote of the chapter. A reserve member, so requesting, shall be restored to active membership.
- C. An honorary member shall be a woman not eligible for active membership who has rendered notable service to education or to women. She is elected to honorary membership in recognition of such service.
- D. Collegiate members shall be undergraduate or graduate students who meet the following criteria:
 - a. Undergraduate student collegiate members shall
 - (1) be enrolled in an institution offering an education degree and have the intent to continue academically and professionally in the field of education; and
 - (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.
 - c. A collegiate member may participate in the activities of the Society except for holding office.
 - d. A collegiate member may serve as parliamentarian since the position of parliamentarian is not an elected office.

e. A collegiate member pays dues as follows: International Dues - \$20.00, State Dues - \$5.00, and Chapter Dues - \$5.00.

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

Section 2. Election

Candidates for membership shall be voted upon in a chapter meeting in a manner to be determined by the chapter. Once elected an individual candidate becomes a member of the society when she pays her dues. The Chapter will decide if and when to have an induction ceremony.

Section 3. Transfer

All applications for transfer of membership to Alpha Lambda Chapter shall be accepted from active or reserve members in chapters outside the geographical area upon completion of application for transfer and notification to Society Headquarters.

Section 4. Responsibilities

All members are responsible to the chapter as follows:

- A. Prompt payment of dues
- B. Participation in chapter activities and projects

Section 5. Termination

Membership in the Society is terminated only for non-payment of dues and fees, resignation or death. The chapter shall record in the chapter minutes the names of members terminated, including the reason and date of termination.

A complete record of all Alpha Lambda terminated members will be maintained by the chapter secretary. The record will include reasons and dates of termination. The treasurer will file any letters of resignation

Section 6. Reinstatement

A member whose membership has been terminated may request reinstatement and shall be reinstated when accompanied by payment of current year's dues. The chapter does not vote on reinstatement.

Section 7. Orientation/Reorientation

The chapter membership committee shall provide orientation for incoming members and reorientation for active members as needed.

ARTICLE IV - FINANCE

Section 1. Annual Dues

Annual chapter fees shall be assessed to include international, state, chapter, coordinating council dues and contributions to World Fellowship, Golden Gift and Scholarship funds. Chapter dues shall be an amount determined in accordance with the rules set by the chapter.

See Addendum 1 for specific dues and fees. Inductees will be assessed an additional fee at the time of induction. Annual chapter fees shall be paid no later than June 30 of each year for the following fiscal year.

Section 2. Fees

A. Induction Fee

An active member shall pay an induction fee at the time of induction.

B. Chapter retains \$7.50 of the induction fee.

C. Scholarship Fee

Each active and reserve member shall pay a scholarship fee annually.

D. 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.

Section 3. Financial Control

A. The finance committee shall submit a proposed budget annually for presentation to the Executive Board and adoption by the membership.

B. The finance committee shall arrange for an annual review of the treasurer's books and report this review to the Executive Board.

C. The fiscal year shall be July 1 to June 30.

D. All checks shall be signed by the chapter president and the treasurer.

E. The amount of chapter dues may be set by the Finance Committee and Executive Board and approved by the chapter members.

ARTICLE V - OFFICERS and Related Personnel

Section 1. Officers

A. Chapter officers shall be president, first vice-president, second vice-president, recording secretary and corresponding secretary. These shall be elected for a term of two years by a majority vote of the membership present. The election will take place in even numbered years.

B. Other officers shall be a treasurer who is selected by the incoming Executive Board and a parliamentarian who is appointed by the president.

C. All officers' terms of office shall be two years or until a successor is elected. All officers shall take office July 1, following their election.

D. When a vacancy occurs in the office of president, the first vice-president shall become president. When a vacancy occurs in other elected or appointed positions, the president shall name a successor.

Section 2. Related Personnel

WEBMASTER: The chapter webmaster shall be selected by the chapter president and be a member of the communications committee.

Section 3. Duties

A. PRESIDENT: The president shall perform the duties as outlined in the current standing rules of the Delta Kappa Gamma Society International. She shall

(1) act as a presiding officer at regular and called meetings and direct the activities of the chapter;

- (2) act as chair of the respective executive board;
- (3) appoint a parliamentarian;
- (4) appoint standing and special committees (e.g., ad hoc);
- (5) serve as member ex officio, with vote, on all committees except nominations;
- (6) approve payment of all expense claims;
- (7) approve publications;
- (8) fill by appointment all vacancies in office;
- (9) represent the chapter at conferences and other events;
- (10) take action, with the advice and approval of the respective executive board, on matters that cannot be deferred until the next meeting;
- (11) attend the state convention with expenses to be paid by the chapter;
- (12) serve as a member of the state organization executive board;
- (13) select a chapter webmaster;
- (14) send a red rose to the family of a deceased member; and
- (15) serve as a delegate to the Memphis Area Coordinating Council.

B. FIRST VICE-PRESIDENT: The first vice-president shall preside in the absence of the president and serve as chairman of the program committee. As chair of the program committee, the First Vice President shall designate those persons/committees responsible for monthly chapter programs and coordinating council events; regarding Fall Induction and Founder's Day. The first vice-president shall perform such other duties as the president or the Executive Board shall assign to her.

C. SECOND VICE-PRESIDENT: The second vice-president shall preside in the absence of both the president and the first vice-president and be responsible for submitting the chapter information for the coordinating council yearbook. The second vice-president shall perform such other duties as the president or the Executive Board shall assign to her.

D. RECORDING SECRETARY: The recording secretary shall keep the minutes of each regular and called meeting of the chapter and the Executive Board. The recording secretary shall bring a sign-in sheet to meetings and maintain an accurate record of attendance. The attendance list becomes part of the official minutes. The recording secretary shall send a copy of the attendance list to the corresponding secretary and an attendance tally sheet to the president. The recording secretary shall be responsible for bringing nametags to meetings and events. The recording secretary shall perform such other duties as the president or the Executive Board shall assign to her.

E. CORRESPONDING SECRETARY: The corresponding secretary shall attend to chapter correspondence as needed. She shall send cards to members who are hospitalized or ill, sympathy cards to members who have had a death in the family and birthday cards to members. She shall also send thinking of you/we missed you cards to members who have missed two consecutive meetings. The corresponding secretary should request a copy of the attendance list from the recording secretary after meetings. If the president is unable to send a red rose to the family of a deceased member, the corresponding secretary will send the red rose. The corresponding secretary shall perform such other duties as the president or the Executive Board shall assign to her.

F. TREASURER: The treasurer shall collect dues and fees, maintain a complete record of all current and terminated Alpha Lambda members, make regular reports to the state treasurer and offer her books for review at the end of each fiscal year. She shall serve as an ex-officio member with vote on the Executive Board and the finance committee.

G. PARLIAMENTARIAN: The parliamentarian shall advise the president on matters of procedure when called upon to do so. The parliamentarian is not an officer, but serves as an ex-officio member without vote on the Executive Board.

H. WEBMASTER: The chapter webmaster shall be selected by the chapter president and be a member of the communications committee.

Section 4. Executive Board

- A. The members of the chapter Executive Board shall be the elected officers of the chapter and the immediate past president.
- B. The members of the chapter Executive Board shall be responsible for overseeing the chapter strategic action plan.
- C. The treasurer shall be an ex-officio member with vote.
- D. The parliamentarian shall be an ex-officio member without vote.
- E. The Executive Board shall select the treasurer, recommend policies and procedures, establish rules for budget development and supervise chapter finances.
- F. The executive board shall meet twice annually.
- G. A quorum shall be a majority of the voting members of the Board.

ARTICLE VI - COMMITTEES

Section 1. Standing Committees

The Standing Committees of Alpha Lambda Chapter shall be as follows:

Society Business	Society Mission and Purposes
Chapter Archives	International Projects
Communications	State Projects
Finance	Chapter Projects
Leadership Development	Legislation & Professional Affairs
Membership	Program
Nominations	Social
	Special Events
	Telephone

Section 2. Ad Hoc Committees

Special committees (Ad Hoc) may be appointed by the president, at any time, with the approval of the Executive Board.

Section 3. General Procedures

- A. All chapter committees shall be appointed by the president except for the nominations committee.
- B. The nominations committee shall be elected by the membership at the time of the election of officers.
- C. The president shall be an ex-officio member of all committees except the nominations committee.
- D. All active members shall be a member of a committee or an officer in the chapter.
- E. The president shall make assignments for completion of required state and international Society reports.

Section 4. Duties of Committees - Society Business

A. Chapter Archives:

1. The committee shall be composed of a minimum of three members.
2. The committee shall maintain a chronological record of the activities of Alpha Lambda Chapter. The committee shall maintain such record in print or electronic form.
3. The committee shall summarize the year's activities at the close of each year by reviewing chapter activities and accomplishments. The committee shall share the information with the chapter.
4. The committee shall preserve items of historic value to the chapter (i.e., awards, photographs, mementos, articles, etc.). The chapter president shall pass all items except the current and immediate past biennium materials to the committee to preserve.
5. The committee shall make a short presentation on chapter history once a biennium, highlighting one or two milestones of the chapter.

B. Communications:

1. The committee shall be composed of a minimum of three members and the chapter webmaster.
2. The committee shall, with the assistance of the chapter president, compose, publish and distribute a chapter newsletter a minimum of five times yearly.
3. The committee shall send pertinent news of chapter programs, projects and activities to the state editor a minimum of twice yearly.
4. The committee shall send copies of newsletters to the state communications committee, state president and area IX director.
5. The committee shall assist the second vice president in updating chapter information for the yearbook.
6. The committee shall assist in distributing the chapter yearbook to members.
7. The committee shall notify the membership when online publications have been posted to the international website including the Bulletin, The DKG News.

C. Finance:

1. The finance committee shall be composed of a minimum of three members.
2. The president and treasurer shall serve as ex-officio members.
3. The committee shall prepare an annual budget for presentation to the Executive Board and for adoption by the membership.
4. The committee shall arrange for an annual review of the treasurer's books.

D. Leadership Development:

1. The committee shall be composed of a minimum of three members.
2. The committee shall recognize the strengths and needs of members and develop strategies to promote leadership skills.
3. The committee shall develop leadership among members and encourage participation at the chapter, state and international levels.

E. Membership:

1. The membership committee shall be composed of a minimum of three members.
2. The committee shall encourage members to seek suitable prospective members and accept recommendations for new members on "Recommendation for Membership" forms.

3. The committee shall present names and qualifications of those recommended for membership and shall conduct the election at the designated time according to the method of preferential voting established by the chapter.
4. The committee shall keep an accurate record of invitations sent and written replies by persons who accept or decline membership.
5. The committee shall maintain a personal data file on each member.
6. The committee shall assist the president with orientation of new members and reorientation of active members as needed.
7. The committee shall be responsible for induction when appropriate.
8. The committee chairman shall secure mentors for initiates, reinstated and transfer members.
9. The committee shall create and maintain up-to-date nametags.
10. The committee shall, once a biennium, contact members who have terminated their membership to encourage reinstatement.

F. Nominations:

1. The nominations committee shall be composed of a minimum of three members with the Immediate Past President serving as the chairman.
2. The nominations committee shall name one nominee for each of the following offices: president, first vice-president, second vice-president, recording secretary, corresponding secretary and shall name three to five members for the nominations committee, with the outgoing president as chair.
3. The committee shall solicit suggestions for officers from the chapter membership.
4. The committee shall ascertain that the nominated person will serve if elected.
5. The committee shall present the election slate (Officers and Nominations Committee) to the chapter in January of even numbered years for the membership to vote at the February chapter meeting.

G. Program:

1. The first vice-president shall be chairman of the program committee. The committee shall be composed of the chapter committee chairs.
2. The committee shall develop programs for chapter meetings that support the Society mission and purposes.
3. The committee shall send to the second vice-president a detailed description of each program, names of participants, date, time and place for inclusion in the chapter yearbook.
4. The committee shall include the observance of Founders' Day as a program.
5. The committee shall include music as part of the program if appropriate.
6. The committee shall be responsible for coordinating council assignments, regarding fall induction and Founder's Day.
7. The committee chairman shall be responsible for securing greeters for chapter meetings. Greeters shall be responsible for sign-in table duties as assigned by chair or chapter president.

Section 5. Duties of Committees - Mission and Purposes

A. International Projects:

1. The committee shall be composed of a minimum of three members.

2. The committee shall act as liaison to and promote the work of the International World Fellowship Committee.
3. The committee shall plan, develop and implement chapter activities that support current international Society projects.
4. The committee shall act as liaison to and promote the work of the International Scholarship Committee. The committee shall encourage application for international scholarships and grants.
5. The committee shall report to the chapter pertinent information related to international publications and the DKG Gallery of Fine Arts.

B. State Projects:

1. The committee shall be composed of a minimum of three members.
2. The committee shall design, assemble and be responsible for displaying the visual and performing arts exhibit when applicable for the Tennessee State organization convention.
3. The committee shall acquire/purchase the chapter's item for the Tennessee State organization silent auction.
4. The committee shall inform members of and solicit support for literacy projects at the state level.
5. The committee shall inform members of and encourage participation in the High School Essay Project.
6. The committee shall inform members of and encourage application for scholarships and grants offered at the state level.

C. Chapter Projects:

1. The committee shall be composed of a minimum of three members.
2. The committee shall solicit recommendations for chapter projects.
3. The committee shall present to the chapter annually, local community projects that meet the mission and purposes of the Society. The committee shall inform the chapter of events, times and needs for completion of the projects.
4. The committee shall be responsible for developing craft ideas to support projects and/or to be used as fund-raisers. The committee shall enlist member help in completing craft projects.
5. The committee shall be responsible for displaying and selling craft items at chapter meetings and Tennessee State organization marketplace.

D. Legislation and Professional Affairs:

1. The committee shall be composed of a minimum of three members.
2. The committee shall chapter interest and participation in activities designed to improve the professional status of women.
3. The committee shall support the Legislative Symposium in Nashville sponsored by the state legislative committee by attending, if possible.
4. The committee shall encourage members to be involved in local and professional opportunities related to legislation and elected politicians.
5. The committee shall act as liaison to the state legislation committee and the state forum.

E. Social:

1. The committee shall be composed of a minimum of three members.
2. The committee shall follow the rotation of refreshments for committees set by the program committee.
3. The committee shall be responsible for refreshments at the September meeting.
4. The committee shall provide white paper plates, napkins, utensils, cups, tablecloths, serving utensils and a container for ice unless notified by persons or committees responsible for refreshments.

F. Telephone:

1. The committee shall be composed of a minimum of three members.
2. The committee shall request contact preference (telephone or text message) during the first contact in the fall.
3. The committee shall call/text each member one week prior to the scheduled chapter meetings.
4. The committee shall report at chapter meetings any pertinent news of members (i.e. illness, and or death in the family).
5. The committee shall call/text each member when requested by the President in causes of death of a member, a called meeting, or a canceled meeting because of weather.

G. Special Events:

1. The committee shall be composed of a minimum of three members.
2. The committee shall plan, organize and inform the members of social events and activities beyond chapter meetings.
3. Social events may include but are not limited to monthly lunch dates, theater, field trips, movies, etc.

Section 6. Ad Hoc Committees

The president shall appoint ad hoc committees, which have specific short-term goals. Such committees must have the approval of the Executive Board.

ARTICLE VII - TRADITIONS

1. Upon the death of a chapter member, the president will present the deceased member's family with a red rose.
2. The President's pin is purchased by the chapter and presented to the president at the September meeting.
3. Alpha Lambda Chapter will have nine meetings per year.
4. Chapter meetings may be face-to-face, through electronic communications, or a combination of the two as long as the members may hear and participate in the meeting.
5. Matters needing immediate action may be voted upon by mail or electronically. A majority vote of the chapter is required for this action. No proxy voting.
6. Ratification of mail voting must be made at the next face-to-face meeting.
7. Alpha Lambda Chapter will participate in the Memphis Area Coordinating Council events and activities.
8. Alpha Lambda Chapter will induct new members at the Fall or Spring Induction event sponsored by the Memphis Area Coordinating Council and at chapter meetings as needed.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall govern the proceeding of Alpha Lambda Chapter Policies.

ARTICLE IX - CHAPTER DISSOLUTION

In the event of the dissolution of Alpha Lambda Chapter of Tennessee State organization of The Delta Kappa Gamma Society International, the procedures are as follows:

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.

ARTICLE X – INTERNATIONAL COMMITTEE REPORTS

Reports requested from state organizations and chapters shall be submitted in the format specified by Society Headquarters.

ARTICLE XI – POLICY DOCUMENT

Alpha Lambda Chapter Rules shall be amended automatically by the Executive Board to comply with the *Constitution, International Standing Rules, and the Tennessee State Organization Bylaws and Standing Rules*. Notice of the automatic updates shall be published in the Alpha Lambda Newsletter following the completion of the revision.

Reviewed and revised by the Ad Hoc Committee to align chapter rules with International Constitutional changes May 2020.

Approved by chapter vote on May 31, 2020; Recommended changes by the Tennessee State Bylaws and Rules Committee approved May 21, 2021

AD HOC COMMITTEE

Linda Eller, chair
Martha Bailey
Linda Bond
Camille Dolan
Janice Enck

Mary Jo Wilson

Addendum 1
Distribution of Dues

	Active	Reserve	Collegiate	Initiates
	\$80.00	\$40.00	\$25.00	\$110.00
Designation				
International Dues	40.00	20.00	20.00	40.00
State Dues	14.00	7.00	5.00	14.00
Chapter Dues	16.00	9.00	5.00	16.00
Coord. Council Dues	6.00	-----		6.00
World Fellowship	1.00	1.00		1.00
Scholarship Fund	2.00	2.00		2.00
Golden Gift Fund II	1.00	1.00		1.00
State/Int'l. Induction Fee	-----	-----		2.50
Induction Fee	-----	-----		27.50
Total	\$80.00	\$40.00		\$110.00