

# **Alpha Phi Rules**

## **Alpha Phi Chapter of the Xi State Organization**

### **The Delta Kappa Gamma Society International**

March, 2006

**Revised 2014**

#### **I. Chapter Name**

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

#### **II. Purposes**

The purposes of Alpha Phi Chapter shall be the seven Purposes of The Delta Kappa Gamma Society International and those of Xi State Organization.

#### **III. Membership**

A. Membership is by invitation only and is in accordance with the *Constitution*, Article III, and the *International Standing Rules*, 3. The chapter has full authority for the administration of membership.

B. Membership shall be active, reserve or honorary. There is no other type of membership.

##### **C. Recommendation and Initiation of Members**

1. The *Recommendation for Membership* (Form 11) shall be distributed electronically to all members and print copies made available at meetings.

2. Members may nominate a prospective member any time during the year and have them voted on by the membership.

3. The *Recommendation for Membership* (Form 11) shall be completed by the sponsor and returned to the membership chair.

4. The Membership Committee shall review all recommendations and prepare to present candidates' names for vote.

5. The general membership shall vote by electronic and/ or paper ballot prepared by the Membership Committee. A majority of members voting will elect candidates to membership.

6. Written invitations to orientation and active membership shall be mailed within five days following election to membership. (See Appendix I)

7. An orientation to membership shall be held prior to the initiation. The orientation program shall be the responsibility of the Membership Committee.

8. Members-elect will indicate acceptance of membership at the end of the orientation meeting.

9. Initiation shall be held in November. If, however, a member-elect cannot attend the November initiation, she may be initiated at any time within a year of her election.

10. Sponsors and/or other members shall serve as Society mentors during a member's first year.

##### **D. Honorary and Reserve Membership**

1. 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.

2. Active members may be granted reserve status upon vote by the membership if they are unable to participate fully in the activities of the chapter because of a physical disability and/or geographic location.

##### **E. Termination of Membership**

1. The recording secretary shall record in the chapter or executive board meeting minutes the name of any member whose membership is terminated. The record shall include the reason and date of termination.

2. The only reasons for termination of membership are resignation, death, or non-payment of dues.

##### **F. Reinstatement of Membership**

1. A former member from this or any other chapter shall be reinstated to membership upon request and payment of dues.

2. There are no restrictions, chapter or geographical, on reinstatement.

3. The chapter does not vote on the reinstatement. There is no reinstatement fee.
- G. **Transfer of Membership**
  1. An active or reserve member in good standing may transfer from one chapter to another.
  2. The chapter must accept the transfer. There is no vote taken.
  3. Application for transfer must be completed and mailed or sent electronically to International Headquarters.
- H. **Tributes and Disposition of Society Jewelry**
  1. A special tribute at a regular meeting shall honor recently deceased member(s).
  2. The executive board shall decide on the disposition of Society jewelry that has been returned to the chapter.

#### IV. Finances

- A. **Annual Dues**
  1. The Finance Committee shall make recommendations for changes in dues no later than August of each year. All members shall be notified of the proposed dues change prior to the August meeting.
  2. Chapter dues shall be determined annually by chapter vote no later than the September meeting.
  3. Chapter members may vote to assess themselves for contributions to state organization and international funds or other projects. Such assessments will be included as part of the chapter dues and shall be earmarked for the specific funds/projects for which they were assessed.
  4. Annual chapter, state organization and international dues and fees shall be collected by the chapter treasurer prior to October 31 and forwarded to the Xi State Organization treasurer by November 10.
- B. **Financial Controls**
  1. Financial matters are in accordance with the *Constitution, International Standing Rules, Xi State Organization Bylaws, and Xi State Organization Rules*.
  2. The Finance Committee shall develop an annual budget and present it to the Executive Board for approval before the September meeting.
  3. All expenditures must be approved by the president. The treasurer shall sign all checks.
  4. The Finance Committee shall perform an annual review of chapter finances and present the results of the review to the Executive Board. The review shall be filed in the chapter's financial records.
  5. The fiscal year for the chapter shall be July 1-June 30.
- C. **Expenses of Officers and Others**
  1. The chapter, recognizing the importance of having representation at State Executive Board meetings, workshops, regional meetings, and conventions, sends its president, first vice president, or designee(s) with expenses completely or partially paid.
  2. Registration fees for New Officers' Training should be paid for incoming officers who have training sessions available at that event.
  3. Documented program, yearbook, and other expenses as approved by the president shall be reimbursed by the chapter to the appropriate chapter member.

#### V. Organization

- A. Alpha Phi Chapter shall govern the conduct of its business in a manner consistent with the *Constitution, International Standing Rules, Xi State Organization Bylaws, Xi State Organization Rules, and Alpha Phi Chapter Rules*.
- B. Alpha Phi Chapter retains membership in the Chattanooga Coordinating Council, furnishing all necessary representatives and council-mandated dues as dictated by the Coordinating Council *Guidelines*.
- C. **Chapter Executive Board**
  1. The voting members of the Alpha Phi Chapter Executive Board shall be the elected officers, the immediate past president, and the treasurer (*ex officio* with vote).
  2. The parliamentarian shall be an *ex officio* member, without vote.
  3. The board may include other members (committee chairs, etc.) in meetings as needed. They shall not be voting members of the board.

4. Two meetings of the Chapter Executive Board must be held each year. The board may meet more frequently upon call of the president.
5. Duties of the Executive Board:
  - a. To select the treasurer for the biennium.
  - b. To act in matters requiring immediate action and decision.
  - c. To review or appoint a special committee to review current chapter rules biennially for update, to recommend new chapter rules for consideration by members, and to send those revised *Rules* to the state organization Rules Committee for review at least every three years.
  - d. To select three members of the Finance Committee. (The president and treasurer shall serve as *ex officio* members of this committee.)
6. The Chapter Executive Board shall function according to the *Constitution*, Article VII.C.

## **VI. Officers and Related Personnel**

### **A. Officers**

1. Alpha Phi Chapter officers shall be a president, a first vice-president, a second vice president, a secretary, and a treasurer who is selected by the executive board each biennium.
2. The term of office of all elected officers shall be two years.
3. With the exception of the treasurer, no chapter officer may serve in the same office longer than two terms in succession.
4. A slate of officers, with one nominee per office shall be prepared by the Nominations Committee for even-year election and presented to the membership prior to election, with election taking place no later than February.
5. The ballot shall include the slate of officers and nominees for the Nominations Committee, who also serve a two-year term.
6. A treasurer for the next biennium shall be selected by the executive board at a meeting following officer election.
7. Chapter officers take office on July 1 following their election.
8. Officers shall perform duties as specified in the *Constitution*, VI, The *Xi State Organization Bylaws*, and as authorized in the *Alpha Phi Chapter Rules*.
9. In the event that a member holding an elective or appointed position is unable to perform her duties, the position shall be declared vacant by the officers, and a successor named by the president. Should the president be unable to perform her duties, the first vice president shall assume that position and appoint a replacement for the first vice president.

### **B. Related Personnel**

1. The parliamentarian shall be appointed by the chapter president from the membership, to serve a two-year term. She is not an officer and should not be the immediate past president, who is a voting member of the Executive Board. She serves on the Executive Board *ex officio*, without vote.
2. A member shall be appointed by the president and approved by the executive board to serve as the chapter newsletter editor.
3. A member shall be appointed by the president and approved by the executive board to serve as the chapter website manager.

### **C. Duties of Officers and Parliamentarian**

1. All officers and the parliamentarian shall follow all duties and procedures in the *Constitution*, Article VI. C.1. and the *Go To Guide*, pages 8-9.
2. All officers shall advise and mentor their successors, assisting them in their duties during the first year of the new biennium.
3. The president shall:
  - a. Fulfill all duties as described in the latest edition of *Guidelines for Chapter Presidents*, and in the *Xi State Handbook for Chapter Presidents*.
  - b. Attend Xi State Convention, New Officers' Training, and other conferences and training.
  - c. File Form 6 Necrology Reports upon the death of a member.
  - d. Plan and implement the installation ceremony for new officers.

- e. Serve as delegate at meetings of the state Executive Board and the Chattanooga Coordinating Council.
- 3. The first vice president shall:
  - a. Attend Xi State Convention, New Officers' Training, and other conferences and training.
  - b. Serve as chair of the chapter Educational Excellence Committee to plan meeting programs and to update and distribute the chapter yearbook. She shall send a copy of the chapter yearbook to the designated state organization person by the stated deadline,
  - c. In collaboration with the Educational Excellence Committee, assign hostesses for each meeting.
  - d. Perform other duties as assigned by the president.
- 4. The second vice president shall:
  - a. Attend Xi State Convention, New Officers' Training, and other conferences and training.
  - b. Work with members of the Educational Services committee to provide timely and interesting chapter communication to members.
  - c. Coordinate the publication and distribution of the chapter newsletter, the *Alpha Phi Informer*, so that members receive the newsletter prior to each meeting and send a copy of each newsletter to the designated state organization person and to the Xi State Organization President.
  - e. Perform other duties as assigned by the president.
- 5. The secretary shall
  - a. Complete minutes of each business meeting, signed by the secretary and the president, noting each official action taken; all terminations of membership by death, resignation, and nonpayment of dues and fees; membership classifications; and summary of treasurer's report.
  - b. Check attendance at each meeting and make contacts with absent members.
  - c. Keep roll of chapter members including names arranged alphabetically according to classifications (active, reserve, honorary), names of deceased members with dates of death, and names of members whose memberships are terminated or transferred (with reasons and dates).
    - 1. List of names and addresses of women to whom invitations to membership are sent, with the dates of invitation, of replies and of initiation.
    - 2. List of chapter charter members with biographical data and short review of the chapter founding.
    - 3. The correspondence of the chapter as delegated by the president.
  - d. Attend Xi State Convention, New Officers' Training, and other conferences and training.
  - e. Perform other duties as assigned by the president.
- 6. The treasurer shall:
  - a. Fulfill all duties as prescribed in the latest edition of *Guidelines for State and Chapter Treasurers*.
  - b. Attend Xi State Convention, New Officers' Training, and other conferences and training.
  - c. Order pins for chapter members annually. Order chapter president's pin for presentation to new chapter president upon her installation.
  - d. Receive reservation money for initiation dinner and Founder's Day Celebration, sending money in one check to coordinating council treasurer by required deadline.
  - e. Report dropped and resigned members to Membership Representative on Coordinating Council for joint chapter record keeping.
- 7. The parliamentarian shall:
  - a. Be thoroughly familiar with *Robert's Rules of Order, Newly Revised*, the *Constitution*, *International Standing Rules*, *Xi State Organization Bylaws*, *Xi State Organization Rules*, and *Alpha Phi Rules*.
  - b. Give opinions only when requested to do so.
  - c. Act as an *ex officio* member of the Rules Committee.
  - d. Attend Alpha Phi Executive Board meetings as a non-voting member.
- 8. The immediate past president shall:

- a. Advise and mentor the incoming president, assisting her in her duties in the first year of her biennium.
- b. Serve as a voting member of the Executive Board.
- c. Coordinate, with the treasurer, the ordering of the chapter president's pin for the installation of the new president.

#### **VII. Meetings**

- A. Alpha Phi Chapter shall meet at least eight (8) times per year, including two joint meetings with other chapters for initiation and Founders' Day. The Educational Excellence Committee shall plan and implement the programs for each independent meeting..
- B. A quorum shall consist of a majority of members present at a meeting.
- C. At least four of the meetings shall be regular meetings where business is conducted.
- D. Chapter meetings are open to guests unless closed for a specific reason.
- E. Committees and the executive board may hold electronic meetings if all the members may simultaneously participate in the meeting.

#### **VIII. Committees**

- A. Alpha Phi standing committees shall be:  
  - Society Business:** Finance, Membership, Nominations and Planning
  - Society Mission and Purposes:** Educational Excellence and Educational Services
- B. Standing committees shall fulfill responsibilities as outlined in the *Constitution* and as detailed in this document.
- C. As needs are determined, other committees may be named by the president to meet those needs. However, special committees should not be named to care for those matters that are the responsibility of a standing committee.
- D. The president appoints committees, excluding Nominations and Finance. (The Nominations Committee is elected and the Finance Committee is appointed by the executive board, both in accordance with chapter rules.)
- E. Naming a member of the previous committee as chairman of the same committee helps to provide continuity. All committee members should have a copy of their committee's duties as listed in the *Constitution* and *Handbook*.
- D. Committees shall include:
  - 1. **Finance**, which shall
    - a. Consist of five members: three members appointed by the Executive Board, the chapter president, and the chapter treasurer, both *ex officio*. The Executive Board shall select the chairman from the three appointed members.
    - b. Prepare the annual budget and present it for review, modification, and adoption by the Chapter Executive Board and chapter members. Chapter assessments should be reviewed and voted each year when the budget is presented.
    - c. Supervise expenditures and investments of chapter funds.
    - d. Provide an annual audit of chapter financial records.
    - e. Perform other duties determined by the Executive Board.
  - 2. **Membership**, which shall
    - a. Consist of at least five members appointed by the president.
    - b. Encourage members to seek suitable prospective members.
    - c. Coordinate the nominations/election process by
      - 1. accepting recommendations of members presented on Forms 11,
      - 2. reporting names of nominees to Membership Representative on Coordinating Council for nomination coordination,
      - 3. investigating the professional qualifications of persons whose names have been submitted, screen carefully for professional qualifications, and
      - 4. referring to a chapter vote only the names of those who qualify for membership.
      - 5. conducting the balloting, at the time designated, making certain that each candidate receives a majority of the votes cast.
    - d. Cooperate with the president for 1) the writing of the official invitation to orientation and membership, over the president's signature, and 2) the mailing of the invitations within five

- (5) days of election. A copy of *You and Us* brochure shall be included with the invitation.
  - e. Keep an accurate record of invitations sent and replies made of invited persons. If membership is declined for legitimate reasons, or if circumstances change, the person may be invited again at a later date. If no reply is made to invitation, follow-up contact is made asking for a reply. If there is no reply, the person shall not be reinvited.
  - f. Conduct an orientation of prospective new members and assist with reorientation of all members. Orientation will occur on a date prior to that of the initiation.
  - g. Secure a copy of the chapter yearbook to give to each member before or at initiation.
  - h. Participate in the joint initiation of members with other Chattanooga chapters, fulfilling responsibilities as outlined in Council *Guidelines*.
  - i. Provide chapter president with biographical data for reports of deceased members.
  - j. Provide information, plan, and conduct tributes/memorials for deceased members.
  - k. Keep an up-to-date file of biographical data of chapter members, file to be reviewed and updated biennially.
  - l. Prepare an annual Necrology Report in quadruplicate, on forms sent from International Headquarters, to be sent to those designated on the form, and for chapter committee files for use by succeeding committees.
  - m. Recognize special accomplishments of members with congratulatory notes or cards.
  - n. Send appropriate notes of sympathy on behalf of chapter to members in the event of death of a close family member.
  - o. Send birthday cards to all members.
  - p. Prepare an annual report of the work of the committee on provided forms, copies to be sent to those listed on the form, and filed in committee records.
3. **Nominations**, which shall
- a. Consist of five members elected by the chapter, the chair to be a carry-over from the previous committee. Members of this committee may also serve on appointed committees as chair or member.
  - b. Solicit from members suggestions for nominations.
  - c. Advise prospective candidates of job description.
  - d. Ascertain that the prospective nominee will serve if elected.
  - e. Present to the chapter, in even-numbered years, the committee's choice of one candidate for each elective office and for the next Nominations Committee.
  - f. Send names, addresses, phone numbers, and email addresses of newly elected officers immediately to the state president and state executive secretary.
  - g. File a report of the election with the chapter secretary for future reference.
4. **Educational Excellence**, which shall
- a. Have the chapter first vice president as chair
  - b. Consist of at least eight (8) members other than the chair, appointed by the president.
  - c. Committee members will accept responsibilities for fulfilling the responsibilities of the International Educational Excellence Committees.
  - d. Plan each year's meeting programs:
    - 1. Focusing on local needs and interests.
    - 2. Building programs using different techniques for presenting ideas to stimulate thinking that will develop into action.
    - 3. Encouraging growth of members by having as many different members as possible take part in programs.
    - 4. Recognizing the needs of members for personal as well as professional growth.
    - 5. Providing, as an integral part of programming, the use of music to promote fellowship and appreciation of the Society's goals in the use of music, and to give dignity and beauty to programs.
    - 6. Securing meeting locations and times that are appropriate for planned programs.
  - e. Understand "Educational Excellence" as covering continuous activities and projects that extend beyond chapter meeting times, as well as chapter meeting programs.
  - f. Plan the proper observance of the chapter's birthday, at least every five years.

- g. Coordinate the chapter's participation in the chapter visual arts display at the annual state convention.
  - h. Produce and distribute, annually, the chapter yearbook to members, following the general format suggested by international and state committees. This includes:
    - 1. Contacting each member during the summer to update membership information.
    - 2. Mailing/emailing required copies to state program chair and others as required.
  - i. Implement international and state projects at the chapter level and recommend and implement community projects for chapter involvement, providing opportunities for developing better human relationships within the Chattanooga community.
  - j. Cooperate with state and international research efforts when such study has been authorized and launched.
  - k. Assess chapter member needs periodically as to meeting times, places, programs, etc., and to implement suggestions into program planning.
  - l. Attend or recruit chapter members to attend the annual Xi State Legislative Symposium.
  - m. Keep members informed of current legislative issues as they relate to education, not to candidates or political parties.
  - n. Set up a phone tree to notify members of upcoming meetings, record and report to chapter and/or Membership Committee reasons for non-attendance, and inform membership of illness and death and/or other timely information needing immediate dissemination.
  - o. Prepare biennial reports with copies for the appropriate state chairmen, chapter president, and committee files for use by succeeding committees.
5. **Educational Services**, which shall:
- a. Consist of at least eight (8) members appointed by the president
  - b. Prepare press releases and plan photo opportunities to publicize information about the chapter and Society, its aims and purposes, program of work, grant-in-aid awards, and noteworthy achievements of members. Submit these releases/pictures to *Xi State News* and/or local newspaper and media.
  - c. Maintain a file of publicity clippings for reference.
  - d. Cooperate with state Scholarship Committee in raising funds for state scholarships.
  - e. Encourage chapter members to apply for state and international scholarships and publicize deadlines and application forms at appropriate times.
  - f. Select the recipient(s) of the Sandra Allen Black Memorial Grant-in-Aid and coordinate with chapter president an appropriate time to present the award to the recipient(s) at a chapter meeting.
  - g. Maintain contact with the grant-in-aid recipient(s), following early educational career and continuing to invite attendance/contact with the chapter.
  - h. Publicize and encourage members to apply for state and international leadership/professional development opportunities for members and non-members, including but not limited to
    - 1. Liz Whorley Bradley Professional Growth Award (state)
    - 2. Vision Foundation Education Project Award (state)
    - 3. Leadership Management Seminar (state)
    - 4. Advanced Leadership Management Seminar (state)
    - 5. Lucille Cornet Award for Professional Development (Int. Educational Foundation, available to non-members also)
    - 6. Educational Foundation Education Project Grants (International, available to non-members also)
    - 7. Golden Gift Fund Special Stipend (International)
    - 8. Golden Gift Leadership Management Seminar (International)
 and assisting in securing most recent application.
  - i. Assist in promoting work of the International and State World Fellowships Committees, including raising money for donations to the Fund.
  - j. Encourage chapter members to contribute to the International Emergency Fund.
6. **Planning Committee** which shall:
- a. Consist of at least five (5) members appointed by the president.
  - b. Develop and maintain the chapter's strategic action plan.

- c. Seek input into the plan from all officers, committees and members.
- d. Assign responsibility for achieving each activity of the plan to the appropriate member (s).
- e. Monitor progress in achieving plan activities and objectives.
- f. Present plan each year to Executive Board for approval.
- g. Report to chapter at the last regular meeting of the year as to the status of the plan.

#### **IX. Activities**

- A. Alpha Phi Chapter publishes the *Alpha Phi Informer* prior to each chapter meeting.
- B. The chapter maintains the *Alpha Phi Memorial Fund*, which accepts contributions in the name(s) of deceased chapter members and/or their loved ones. Money is budgeted annually from member dues and reserve to go into the Fund. All deceased Alpha Phi members' names are listed on the Fund, in memoriam. From the Memorial Fund, the chapter awards the *Sandra Allen Black Grant-in-Aid* to early-career educator(s) (first-third year).
- C. Alpha Phi Chapter members participate in community service projects such as wrapping for Kids on the Block, Ronald McDonald House, and the state organization literacy project.

#### **X. Parliamentary Authority**

*Robert's Rules of Order, Revised 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.

#### **XI. Amendments**

- A. The Alpha Phi Chapter Executive Board shall review the *Alpha Phi Rules* at least once during the biennium.
- B. The Board may appoint a special committee to recommend changes to the board and members.
- C. Individual rules may be considered at any regular business meeting.
- D. Changes to the *Alpha Phi Rules* shall be approved by a majority of the members present at a meeting.

#### **XII. Dissolution** *Constitution Article XIX, 3., Xi State Organization Bylaws, XIII.B)*

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