

STANDING RULES

ALPHA GAMMA CHAPTER

IOTA STATE ORGANIZATION
THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL
(Adopted 2012)

I. CHAPTER NAME & AFFILIATION

The name of this chapter shall be *Alpha Gamma*, a chapter of Virginia IOTA State Organization, The Delta Kappa Gamma Society International.

II. MISSION, VISION, & PURPOSES

Mission Statement

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

Vision

Leading women educators impacting education worldwide

Purposes of the Society

- **To unite** women educators of the world in a genuine spiritual fellowship
- **To honor** women who have given or who evidence a potential for distinctive service in any field of education
- **To advance** the professional interest and position of women in education
- **To initiate, endorse, and support** desirable legislation or other suitable endeavors in the interests of education and of women educators
- **To endow** scholarships to aid outstanding women educators in pursuing graduate study and to grant fellowships to non-member women educators
- **To stimulate** the personal and professional growth of members and to encourage their participation in appropriate programs of action; and
- **To inform** the members of current economic, social, professional, and educational issues so that they may participate effectively in a world society.

III. MEMBERSHIP

- A. Membership in The Delta Kappa Gamma Society International shall be by invitation to teachers with three (3) or more years of experience. A member initiated into the Society becomes a member of a chapter, a state organization, and the International Society.
- B. An individual becomes a member of the Society when she is initiated. She is initiated only once.

- C. Members who change addresses, names, or contact information are individually responsible for notifying the chapter secretary, chapter treasurer, IOTA State Executive Secretary, and the International Executive Director.

The address of the Iota State Executive Secretary is
IOTA State Executive Secretary
1605 Westbrook Avenue
Richmond, VA 23227

The address of the International Executive Director is
International Executive Director
PO Box 1589
Austin, TX 78767

- D. Members are expected to attend regularly scheduled meetings.
- E. Applications for nomination of new members must be submitted to the Membership Committee chairman prior to the February meeting. Proposed members names will be presented at the February meeting, and voted on at the March meeting.
- F. Orientation of new members shall be conducted by the Membership Committee prior to the initiation ceremony in May.

Classification

1. An active member shall be a woman who is employed as a professional educator at the time of her election or has been retired from an educational position. An active member shall participate in the activities of the Society.
2. Reserved 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 membership.
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.

Transfer

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

Termination of Membership

Membership in the Society is terminated for nonpayment of dues and fees, resignation, or death.

Reinstatement

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

IV. FINANCE

Financial matters are to be in accordance with the International Constitution and Standing Rules and the IOTA State Organizational Bylaws and Standing Rules.

- A.** Chapter dues shall be an amount determined in accordance with the rules set by the chapter.
- B.** All funds, including those for state and International, shall be sent to the chapter treasurer so that a complete record of all funds can be maintained. No member other than the treasurer shall keep funds of the chapter in her possession.
- C.** All members are responsible for payment of dues.
 - 1. Annual dues must be paid to the treasurer between July 1 and October 31 of each year.
 - 2. As of November 1, members shall be dropped for non-payment of dues.
 - 3. A member who is dropped from the chapter for nonpayment of dues can be reinstated within that year following payment of dues.
- D. Fees**
 - 1. **Initiation Fee:** At the time of initiation an active member shall pay an initiation fee as determined by International.
 - 2. **Scholarship Fee:** Each active and reserve member shall pay a scholarship fee annually as determined by International.
 - 3. **Honorary Fee:** The initiating unit of the Society shall pay a lifetime fee for each honorary member at the time of initiation.
- E. Payment of Dues/Fees**
 - 1. A member shall pay annual dues and fees no later than October 31 of each year. On November 1, a member shall be dropped for non-payment of dues and fees.
 - 2. A member initiated on or after July 1 and before April 1 shall pay initiation fee, dues, and scholarship fee at the time of initiation. A member reinstated on or after July 1 and before April 1 shall pay dues and scholarship fee only. Immediately thereafter, the state and international portions of the dues and fees shall be sent to the state treasurer.
 - 3. A member initiated on or after April 1 and before July 1 shall pay only initiation fee at the time of initiation. Immediately thereafter, the state and international portions of the fees shall be sent to the state organization treasurer. A member reinstated on or after April 1 and before July 1 shall pay no fees at the time of

reinstatement. Dues and scholarship fee for the ensuing year shall be paid no later than October 31.

- F. The Finance Committee shall develop and present the annual budget, which must be approved by the membership at the first meeting of the new fiscal year.
 - 1. Any change in the annual dues recommended by the finance committee must be approved by a majority of the members present.
 - 2. Committee recommendations (Social, Program, Communications, Membership, Birthday & Founders Day, and Projects) shall be considered in the preparation of the annual budget for the new fiscal year.
 - 3. Part of the annual budget is to include a \$500.00 Anna Donavant Grant-in-Aid which goes to a young woman who is pursuing a degree in education. Applications are given to guidance counselors at the local schools. The Grant-in-Aid committee chooses a representative from the list of applications received.
- G. Expenses shall be paid by the treasurer. Checks are required to have 2 signatures from two of the following: president, first vice president, second vice president, treasurer.
 - 1. Any non-budgeted expenditure must be approved by the Executive Board.
 - 2. Reimbursement request must be accompanied by a receipt.
- H. The treasurer must be bonded.
- I. Registration for two officers attending state meetings shall be paid by the chapter.
 - 1. The president and/or her official representative(s) shall receive remuneration for expense incurred by late decision to attend state meeting therefore out-of-pocket expense shall be paid with proof of attendance (receipt and/or canceled check).
 - 2. The amount of remuneration shall be determined annually by the Finance Committee.
 - 3. Mileage will be reimbursed for one car attending state meetings.

V. ORGANIZATION

- A. Chapters shall be organized in accordance with the IOTA State Bylaws and Standing Rules. Each chapter so organized shall have no fewer than twelve (12) members. The Society shall grant the charter.
- B. Charter members shall be those who become members of the chapter at the time of installation of the chapter. Any member who transfers her membership to the new chapter at the time of its installation becomes a charter member of the new chapter.
- C. Each chapter shall have chapter rules which are consistent with the DKG Constitution and the IOTA State Bylaws and Standing Rules. A copy of the chapter's Standing Rules shall be reviewed each biennium by the IOTA rules committee.
- D. Chapter officers, except the treasurer, shall be elected in even-numbered years by majority vote.
 - a. The term of each elected officer shall be two years or until a successor is named. No officer, except the treasurer, may serve in the same office longer than two terms in succession. Officers shall take office on July 1 following the election.

- b. The treasurer shall be selected by the chapter Executive Board.
- E. The chapter president shall represent the chapter as a voting member of the IOTA State Executive Board.

VI. OFFICERS, RELATED PERSONNEL, AND BOARD

Chapter Officers

The chapter officers, all of whom must be members of the Society, shall be president, first vice president, recording secretary (all elected), a treasurer (selected by the Executive Board), plus the option of a second vice-president and/or a corresponding secretary (both elected).

All officers and committee chairmen shall perform the duties prescribed in the constitution of the Delta Kappa Gamma Society International and in the Iota State by-laws.

1) President

- a. The president shall
- act as presiding officer at regular and called meetings and direct the activities of the organization;
 - act as chair of the Executive Board;
 - appoint a parliamentarian with the approval of the Executive Board;
 - appoint standing and special committees (e.g., ad hoc, task force);
 - serve as member ex officio, with vote, on all committees except nominations;
 - approve for payment all expense claims;
 - approve publications;
 - fill by appointment all vacancies in office with the approval of the Executive Board;
 - represent the Society at meetings, conferences, and other events; and
 - take action, with the advice and approval of the Administrative Board or of the respective Executive Board, on matters that cannot be deferred until the next convention or meeting.

The chapter president shall serve as a member of the IOTA State Executive Board.

2. Vice-presidents

- a. First vice-president shall
- serve as presiding officer in the absence of the president
 - in the event of the resignation or death of the president, she shall succeed to the presidency and serve until the next regular election of officers
 - perform such other duties as the president or the Executive Board shall assign to her.
 - serve as chairman of the Program Committee

- b. Second vice-president shall
 - serve as presiding officer in the absence of both the president and the first vice-president
 - in the event of the resignation or death of either the president or the first vice-president, she shall succeed to the office of first vice-president and serve until the next regular election of officers.
 - perform such other duties as the president or the Executive Board shall assign to her
 - prepare the yearbook and distribute it to members.

3. Secretaries

- a. Recording secretary shall
 - maintain a written record of attendance at chapter meetings and submit to Membership Committee after each meeting
 - take minutes each meeting of the organization and furnish the president with a copy of such minutes
 - serve as secretary to the Executive Board
- b. Corresponding secretary shall
 - share correspondence at meetings
 - send remembrances

4. Treasurer

- a. The treasurer shall
 - receive and pay out all moneys belonging to the organization;
 - keep an accurate account of receipts and expenditures;
 - maintain a record of receipts, bills, and bank statements;
 - present a written report at each regular meeting, indicating the deposits and expenditures which took place since the previous meeting;
 - file required tax reports;
 - submit for annual audit/financial review the accounts of the organization;
 - serve as a member ex officio, without vote, on the Executive Board and
 - serve as a consultant in the process of budget development and supervision of finances.

The chapter treasurer shall follow appropriate procedures to ensure the safety and proper handling of chapter moneys as established by the chapter finance committee.

5. Parliamentarian

- a. The parliamentarian shall
 - act as advisor to the officers and the members in matters pertaining to interpretation of the *Constitution* and to parliamentary procedure;
 - serve as a member ex officio, without vote, on the Executive Board.

Chapter Executive Board

1. The members of the Executive Board shall be the elected officers of the chapter, the immediate past president, and such other voting members as shall be determined by the chapter. The chapter treasurer and the parliamentarian shall serve as members ex officio, without voting privileges.
2. The Executive Board shall
 - a. Select the chapter treasurer for the biennium.
 - b. Act in matters requiring immediate action and decision.
 - c. Recommend policies and procedures for consideration by members.
 - d. Establish rules for budget development and approval and for the supervision of chapter finances.
 - e. meet a minimum of four times annually

A quorum for the Executive Board shall be 2/3 of the voting Board members.

Elections

1. Elected officers shall serve for a term of two years. They may be reelected for one consecutive term.
2. With the exception of the treasurer and parliamentarian, the Chapter officers and the Nominating Committee shall be elected by the membership at the February meeting in the even-numbered years.
3. Chapter officers and the Nominating Committee must be elected by a majority of the members present.

VII. COMMITTEES

Each active member will be placed on at least one committee.

- A. The Finance Committee shall prepare the chapter budget and supervise expenditures.
- B. The Membership Committee shall
 1. Invite qualified women educators to active membership in the chapter.
 - The Membership Committee shall encourage members to seek prospective members and accept recommendations for new members on membership forms.
 - This committee shall investigate qualifications of persons whose names have been submitted and shall screen these for professional qualifications.
 - Names and qualifications of those recommended for membership shall be presented to the chapter by the Membership Committee at the February meeting and voted on at the March meeting.

- The committee shall conduct orientation of the prospective members after invitations have been extended.
 - 2. Receive written record of attendance from each meeting
 - communicate with members who were not present
 - support circumstances and encourage attendance at future meetings
- C. The Nominating Committee shall present to the chapter, in even-numbered years, nominations for elected officers.
 1. The Nominating Committee shall seek the members' suggestions for officers.
 2. The committee shall ascertain that individuals will serve if elected.
 3. The floor will be open for nominations.
- D. The Program Committee shall develop a chapter "Program of Work".
 1. The Program Committee shall meet with the chairmen of the Personal Growth, Professional Affairs, and Music committees.
 2. The Committee shall plan the year's programs for the chapter.
 3. The president shall conduct an orientation program for members during her biennium.
- E. The Personal Growth and Services Committee recommend programs to aid in individual growth and projects to encourage service to the community.
- F. The Professional Affairs and Recruitment Grant Committee shall provide a recruitment grant (in an amount approved by the membership) to a woman who plans to enter the teaching profession and is in need of funds for the completion of her professional education.
- G. The Legislative/Research Committee shall inform members concerning local boards and commissions' policies and procedure and state legislative activities.
- H. The Music Committee shall provide music as part of the programming.
- I. The Communications Committee shall provide an up-to-date chapter yearbook, maintain an Alpha Gamma website, and publish a newsletter to be sent out to all members prior to each meeting.
- J. The Scholarship Committee shall provide information concerning the state and international scholarship programs.
- K. The Social Committee shall plan and organize refreshments and dinners for the chapter.
- L. The Birthday and Founders Day Committee shall be responsible for presenting a program of recognition and remembrance of the Delta Kappa Gamma founders at the spring banquet or reception.
- M. The following committees shall be represented: International Projects, Headquarters, and Coordinating Council.

VIII. MEETINGS

- A. The dates, locations and number of regular chapter meetings shall be decided by the Executive Board. There shall be a minimum of seven meetings each year.
- B. A quorum for chapter business shall be a minimum of ten (10) active members present.
- C. There shall be no proxy voting.
- D. The programs shall be proposed by the Program Committee and approved by the Executive Board.

IX. REMEMBRANCE/RECOGNITION

- A. Members shall be remembered with a card when illness requires hospitalization or there is a death in the immediate family.
- B. In the event of the death of a member, one long-stem red rose shall be sent to the family.
- C. The chapter president's pin shall be presented by the chapter at the time of her installation.
- D. Members of Alpha Gamma Chapter who are honored at state conventions shall be acknowledged at the next chapter meeting.

X. PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised (current edition) shall govern the proceedings of the chapter in all cases not provided for in the Virginia, IOTA State Bylaws and Standing Rules.

XI. AMENDMENTS

- A. Chapter rules must be adopted by a majority of the members present at a regularly scheduled meeting.
- B. Chapter rules may be amended by a 2/3 majority vote of the members present at a regularly scheduled meeting.