

NOTE FROM SUZI CABE - Standing Rules

Attached are the recommended revisions to Alpha Iota Standing Rules. The revisions are the results of changes in the International Constitution and By-Laws. Please share them with the membership. \. A vote will be taken at that meeting. Thanks

The Delta Kappa Gamma Society International

**North Carolina Delta Kappa Gamma  
Alpha Iota Chapter Standing Rules  
(Revised 2015 Reviewed-2017 Revised 2019)**

**I. Chapter Name**

The name of the chapter shall be Alpha Iota Chapter, **The North Carolina State Organization of The Delta Kappa Gamma Society International**, abbreviated **NC DKG**.

**II. Mission and Purposes**

**The mission of Alpha Iota Chapter shall be to promote professional and personal growth of women educators and excellence in education.**

The purposes of Alpha Iota Chapter shall be the seven purposes of The Delta Kappa Gamma Society International and those of North Carolina Delta Kappa Gamma.

**III. Membership**

A. 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.

1. An active member shall be a woman who is employed **or has been employed as a professional educator at the time of her election**. An active member shall participate in the activities of the Society.

2. Reserve membership shall be granted only to a member who is unable to participate fully in the activities of the chapter because of physical disability and/or geographic location.

a. Reserve status shall be granted by a majority vote of the chapter.

b. A reserve member, so requesting, shall be restored to active 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.

4. A collegiate member shall be in her last two years of undergraduate work or have graduate standing. Graduate Assistants who are paid to teach do not fall in this category because they are paid educators. When a collegiate member starts her career as a paid educator, she will pay active dues and become an active member. A collegiate member may participate in all activities of the Society except holding an elective office.
- B. Recommendation for Membership (Form 11) shall be available at each regular chapter meeting.
  - C. Recommendation for Membership (Form 11) shall be completed by the sponsor and returned to the membership chairman by January 15.
  - D. The Membership Committee shall review Recommendations for Membership (Form 11) and prepare to present candidates' names to the Chapter membership.
  - E. Voting for prospective members will occur at the March meeting.
  - F. The general membership shall vote by secret ballot. A majority of members present will elect the candidate to membership.
  - G. Invitations to membership shall be in writing within 15 days following election to membership.
  - H. Orientation of members elect shall be held within 15 days of invitation to membership.
  - I. Members-elect will indicate in writing their acceptance to membership within 20 days of orientation.
  - J. Induction shall be held at the May meeting. The chapter will pay expenses for the induction luncheon of the inductees.
  - K. The orientation program shall be the responsibility of the Membership Committee.
  - L. An individual becomes a member of the society when she pays her dues.
  - M. The membership year is July 1-June 30.
  - N. The recording secretary shall record in the chapter meeting minutes the name of any member whose membership is terminated. The record shall include the reason and date of termination.

- O. Special recognition of a member's death shall be financed by the chapter dues. A donation of \$10.00 shall be made to our Grant-in-Aid Fund in her memory. A donation of \$5.00 will be donated in the event of a death in the immediate family of a member.
- P. The Executive Board shall decide on the disposition of Society jewelry that has been returned to the chapter.
- Q. When catered luncheon or dinner meetings are scheduled, each active member shall attend the meeting or cancel by contacting the hostess(es) or person(s) designated by the deadline. If an active member fails to cancel, she shall pay for the meal as billed by the treasurer.

#### **IV. Finances**

- A. Financial matters are in accordance with the *Constitution, International Standing Rules* and **NC DKG** Bylaws.
- B. The Finance Committee/Executive Board shall make recommendations for changes in dues no later than the winter executive board meeting. All members shall be notified of any purposed dues change prior to the March meeting.
- C. Chapter dues shall be determined annually by chapter vote no later than the March meeting. Active membership dues are \$76.00. Reserve membership is \$40.00 and honorary is \$49.50. **Collegiate dues are \$25.00. An additional \$3 is expected of all members for the state headquarters building expenses.**
- D. Annual chapter, state organization, and international dues and fees shall be collected by the chapter treasurer prior to June 30 and forwarded to the North Carolina Delta Kappa Gamma Treasurer by July 1.
- E. **Failure to pay dues by June 30 will result in termination of membership.**
- F. **For membership or reinstatement between July 1 and December 31, the member shall pay the induction fee (new members only), dues, and scholarship fee for the current year. On and after January 1, the member shall pay one-half international, state, and local dues.**
- G. **Inductees will pay an induction fee of \$10.00. The chapter retains \$7.50 of the induction fee.**

- H. The Finance Committee/Executive Board shall develop an annual budget and present it to the membership for approval no later than the first business meeting of the fiscal year.
- I. The expenses of one or two guest speakers invited by a committee will be paid by the chapter. This includes mileage determined by **NC DKG** and meals. A gift may be given not to exceed \$15.00 per guest. Expenses paid by **NC DKG** are an exception.
- J. Expenses to state meetings, including mileage, meals and lodging, shall be paid by the chapter for the president or her representative. Expenses for one/two additional rooms at the annual state convention will be covered to encourage attendance.
- K. Chapter shall provide for a financial review with president's approval **annually**.
- L. Special funds and/or awards may be created by the Executive Board and approved by the membership.

**V. Organization**

- A. Alpha Iota Chapter shall govern the conduct of its business in a manner consistent with the *Constitution*, the International Standing Rules, **the NC DKG Bylaws**, **the NC DKG Standing Rules**, and the Alpha Iota Chapter Standing Rules.
- B. Alpha Iota Chapter will be represented on the **NC DKG** Executive Board by the president or her designee.
- C. If a coordinating council is formed, the president and at least one chapter member shall serve as necessary.

**VI. Officers and Related Personnel**

- A. Alpha Iota Chapter officers shall be a president, first vice-president, second vice-president, a recording secretary, a corresponding secretary (all elected), and a treasurer appointed by the Executive Board.
- B. Officers shall be elected for a two-year term in even-numbered years. In the event of a vacancy, the successor shall be appointed by the chapter president.
- C. The names of all suggested nominees for chapter offices shall be submitted to the chairman of the **Nominations Committee** by January 15 of the even numbered years.
- D. A slate of officers, with one nominee per office, shall be prepared

- by the Nominations Committee and presented to the membership at the March meeting, with the election taking place immediately.
- E. A secret ballot shall include the slate of officers and space for any nominations from the floor.
  - F. A treasurer shall be selected at the summer meeting by the Executive Board.
  - G. A parliamentarian shall be appointed by the president and only serve in an advisory capacity regarding proceedings.
  - H. Officers shall perform their duties as specified in the *Constitution, VI*, the **NC DKG** Bylaws, and as authorized by the Chapter Standing Rules.
  - I. In addition:
    - 1. The president shall
      - a. Act as presiding officer at regular and called meetings and direct the activities of the organization;
      - b. act as chair of the respective executive board;
      - c. Appoint a parliamentarian;
      - d. Appoint standing and special committees (e.g., ad hoc, task force);
      - e. Serve as member ex officio, with vote, on all committees except nominations;
      - f. Approve for payment all expense claims;
      - g. Approve publications;
      - h. Fill by appointment all vacancies in office;
      - i. Represent the Society at meetings, conferences, and other events; and
      - j. Take action, with the advice and approval of the respective Executive Board on matters that cannot be deferred until the next convention or meeting.
    - 2. The first vice-president shall serve as chairman of the Program Committee.
    - 3. The second vice-president shall coordinate Special Projects.
    - 4. The recording secretary shall be a member of the Standing Rules Committee. The recording secretary shall be responsible for updating the chapter standing rules as policies are changed during business meetings.

5. The treasurer shall order the president's pin at the chapter's expense and make it available to the Nominations Chairman before installation of officers. **She will maintain an accurate and current membership roster.**
- J. **Reports requested International and NC DKG shall be submitted in the format specified by Society Headquarters.**

## **VII. Meetings**

- A. Alpha Iota Chapter shall schedule at least five meetings per year during the months of September, November, December, March, and May.
- B. A quorum shall consist of 20 members present and voting.
- C. The program for **the** December meeting will be the Annual Auction for the Grant-in-Aid fund.
- D. **Chapter meetings may be face-to-face, through electronic communication, or a combination of the two as long as members may hear and actively participate in the meeting. Matters needing immediate action may be voted upon by mail or electronically. A majority vote of chapter members is required for this action. Ratification of mail voting must be made at the next face-to-face meeting.**
- E. **Proxy voting is not allowed.**

## **VIII. Executive Board**

- A. The members of Alpha Iota Chapter Executive Board shall be the elected officers, the immediate past president, the treasurer ex officio "with vote," the parliamentarian ex officio "without vote."
- B. The duties of the Executive Board shall be to:
  1. act in matters requiring immediate action and decisions;
  2. recommend policies and procedures for consideration of the chapter;
  3. establish rules for budget development and approval, and for the supervision of chapter finances;
  4. appoint the treasurer;
  5. determine the date and place of chapter meetings;
  6. elect by four-fifths (4/5) majority chapter honorary members; and
  7. authorize ad hoc committees.
- C. Meetings shall be held at least twice a year.
- D. A quorum is members present and voting.

E. A vote by mail or electronic device is authorized when necessary.

## **IX. Committees**

A. Standing Committees shall be:

### 1. Communications and Publicity

a. The committee shall provide the linkage of member to member, chapter to state organization, and state organization to international; encourage communication with external groups; and suggest ways to market and promote the Society.

b. The committee shall have responsibility for reviewing editorial policy.

c. The committee shall evaluate the effectiveness of chapter publications.

### 2. Membership

a. The committee shall study and make recommendations related to membership issues and challenges.

b. Necrology and membership reports shall be the responsibility of the committee.

c. The committee shall receive and evaluate the recommendations of persons proposed for honorary membership and submit the names of qualified candidates to the Executive Board for vote.

### 3. Finance

a. The committee shall propose guidelines for Executive Board approval with respect to the investment of funds, prepare the Available Fund budget for adoption by the Executive Board and provide for an annual audit.

b. The budget shall be submitted to the membership for review and approval.

c. The treasurer serves as an ex officio member with vote.

### 4. Nominations

a. The Nominations Committee shall solicit nominees by print and electronic means for the positions to be filled.

b. The committee shall present the nominees to the chapter for voting at the March meeting.

### 5. Rules

The committee shall review and adjust rules, if necessary, to assure that chapter rules are in compliance with the *International Constitution of DKG*.

### 6. Leadership Development

- a. The committee shall be responsible for leadership development at the local level.
- b. The committee is responsible for promoting leadership development at all levels of the Society.

7. Special Projects

- a. Special projects will be brought to the floor for discussion and a vote.
- b. If passed, the president will appoint a chairman and committee

8. Educational Excellence

a. EEC Sub-Committee: Schools for Africa

**The committee** provides access to quality, basic education for children focusing on girls, orphans, or other vulnerable youngsters. Delta Kappa Gamma **Society International** works in unison with UNICEF to achieve mutual goals.

b. EEC Sub-Committee: Beginning Teacher Support

**The committee** identifies new teachers in counties represented by membership and offers support in areas where Delta Kappa bGamma can best help them to achieve their fullest potential and that of their students.

c. EEC Sub-Committee: World Fellowship

**The committee** suggests ways to raise funds to support the International World Fellowship Committee.

d. EEC Sub-Committee: Legislative Issues

**The committee** is knowledgeable of current and proposed state legislation in order that Delta Kappa Gamma educators can be informed and take action when necessary to promote an outcome to achieve higher goals for students and educators.

9. Scholarship/Grant-in-Aid.

**The committee** selects individuals who meet committee standards to receive grant-in-aid funds to support their educational tuition.

B. Committees are appointed by the president who shall serve as an ex officio member of all committees except nominations.

C. Standing Committees shall fulfill responsibilities as outlined in the *Constitution* and as detailed in the *Handbook*.

**X. Activities**

A. Alpha Iota Chapter **shall publish** THE ROSE four times per year. The President must approve all publications.



- B. Funds collected from Brag and Pay at each meeting will be donated to the World Fellowship Fund.
- C. The December meeting annual auction will supply funds for Grant-in-Aid recipients.
- D. Alpha Iota shall actively support international and state initiatives.

#### **XI. Dissolution**

- A. Before a chapter is dissolved, the approval of the **NC DKG** 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 **NC DKG** treasurer for state or international projects.
- D. The Chapter's paraphernalia, the Society Publications, and Chapter records shall be retained in the **NC DKG** archives and made available for use.
- E. The chapter's charter must be returned to the **NC DKG** to be forwarded to the International Headquarters.
- F. The **NC DKG** Executive Board shall decide whether the Greek name shall be reused or not.

#### **XII. Parliamentary Authority**

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

#### **XIII. Amendments**

- A. Alpha Iota Chapter rules shall be amended automatically by the Rules Committee to comply with the *Constitution*, International Standing Rules, and the **NC DKG** bylaws and standing rules. Notice of automatic updates shall be published in the fall newsletter.
- B. The Executive Board shall review the standing rules at least once during the biennium.
- C. Individual rules may be considered at any regular business meeting.
- D. A standing rule may be amended or rescinded by a majority vote with a quorum being present if a notice has been published.
- E. The amendment shall take effect immediately upon adoption.

DATE OF LAST REVISION: JANUARY 2019