

Iota Chapter Standing Rules Adopted May 5, 2014

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

Purposes: The purposes of Iota Chapter shall be the seven Purposes of The Delta Kappa Gamma Society International and those of the Kappa State Organization.

Membership: Membership is in accordance with the Constitution, Article III and the International Standing Rules 3.0, (2010). 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 recruitment and retention chairman by May first. The membership recruitment and retention committee shall review the recommendation forms and present the candidates' names to the chapter membership. The general membership shall vote by secret ballot. Four-fifths (4/5) of those voting will elect the candidate to membership.
- Written invitations to membership shall be delivered, if possible, within 7 days following election to membership. Members-elect will respond by written or electronic correspondence their acceptance of membership within three weeks of receipt of invitation. Initiation shall be held the first regular meeting of the fall. Additional voting and initiations may be added at the direction of the executive board.
- Orientation of members-elect shall be held as designated by the president. The orientation program shall be the responsibility of the membership recruitment and retention committee and the Iota officers.
- Honorary members shall be currently giving distinguished service to education and/or women within the chapter's geographic area at the time of their initiation.
- The recording secretary shall record, in the minutes, the name of any member whose membership is terminated. The record shall include date of termination.
- The executive board shall decide on the disposition of Society jewelry which has been returned to the chapter.

Finance: Financial matters are in accordance with the Constitution, International Standing Rules (2010) and the Kappa State Bylaws (2013).

1. The Finance Committee shall make recommendations for changes in dues for the upcoming year no later than the last regular business meeting of the year.
2. Chapter dues shall be determined annually by chapter vote no later than the first regular meeting of the year.
3. Annual chapter, state, and international dues and fees shall be collected by the chapter treasurer by October 31.
4. Initiation fees are \$10 and paid by each new member at the time of initiation. Initiates and members may purchase Society jewelry and supplies through the chapter treasurer.

5. The Finance Committee shall develop an annual budget and present it to the membership no later than the first business meeting of the fiscal year for approval. Budget items should include a donation to World Fellowship.

6. The Finance Committee shall provide for an annual audit. No member of the Finance Committee shall serve on the audit committee.

7. Financial Policies

a. Courtesies to ill and bereaved members

i) A red rose shall be sent to any member who is hospitalized

ii) A red rose, memorial gift to our scholarship funds or a memorial gift to an educational fund shall be sent to any member who has suffered the loss of any relative in her home

iii) A sympathy card shall be sent to any member who has suffered the loss of any other relative.

b. Travel expenses to society meetings

(i) Area Meeting, State Convention and Executive Board and Member Meeting: Officers attending are entitled to reimbursement for registration fee by the local chapter. A mileage allowance and other travel expenses will be paid as funds are available.

ii) Representatives to these meetings are encouraged to share cars and rooms.

iii) An officer or committee chairman may designate another member to represent her and receive the same expense reimbursement.

Organization: Iota Chapter shall govern the conduct of its business in a manner consistent with the Constitution, International Standing Rules Kappa State Bylaws, Kappa State Standing Rules and the Iota Chapter Standing Rules.

The dissolution of Iota Chapter shall be in accordance with the Kappa State Bylaws, Article XIX.

(1) The approval of the State Executive Board shall be obtained for dissolution of a chapter. The charter must be returned to the state organization to be forwarded to international headquarters. Remaining chapter funds are to be sent to the state treasurer. Initiation paraphernalia, chapter records, and Society publications are to be sent to the state organization.

(2) Those members desiring to maintain membership will transfer to other chapters. The State Executive Board is responsible for deciding whether to reuse the Greek name of the dissolved chapter.

Minutes and financial records shall be kept for a period of seven years.

Officers: Iota Chapter officers shall be a president, a first vice-president, a second-vice president, a recording secretary, a corresponding secretary (all elected), a treasurer selected by the executive board and parliamentary advisor selected by the president.

A slate of officers, with one nominee per office, shall be prepared by the Nominations Committee and presented to the membership at the February meeting in even numbered years, with election taking place at that meeting. Nominations will also be taken from the floor.

The installation of officers will occur in May. Officers shall perform duties as specified in the Constitution, Article VI, Kappa State Bylaws and as authorized in the Iota Chapter Standing Rules.

In addition:

- The first vice president shall serve as chairman of the Educational Excellence Committee. This committee shall include the first vice-president, chairmen of Educational Legislation, Scholarship/Grants-in-Aid and Projects Committees.
- The second vice president shall be chairman of the Membership Recruitment and Retention Committee.
- The recording secretary shall be a member of the Standing Rules Committee. The recording secretary shall be responsible for updating chapter standing rules as policies are changed during business meetings.
- The corresponding secretary shall take care of correspondence for and communication within the chapter, and serve as chairman of the Communications and Publicity Committee-
- 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.
- The parliamentary advisor shall act as advisor to the officers and the members of the organization in matters pertaining to interpretation of the constitution and to parliamentary usage. Robert's Rules of Order Newly Revised (current edition) shall govern the proceedings of Iota Chapter in all cases not provided for in the Constitution, International Standing Rules, Kappa State Bylaws and Kappa State Standing Rules.

Boards: The members of Iota Chapter Executive Board shall be the elected officers and the immediate past president. The treasurer is ex-officio and the parliamentary advisor is ex-officio without vote. The Iota Chapter Executive Board shall function according to the Constitution, Article VII. A quorum shall be a majority of the voting members. In the event that a member holding an elective or appointed position at the chapter level is unable to perform her duties, the position shall be declared vacant by the respective officers and a successor named by the chapter president.

Committees: Standing committees shall be: Finance; Membership Recruitment and Retention; Courtesy; Nominations; Educational Legislation; Projects; Scholarship/Grants-in-Aid; Communications and Publicity; and Rules. Standing committees shall fulfill responsibilities as outlined in the Constitution. Also, Iota Chapter will have a person designated as Historian who will be in charge of the scrapbook and memorials.

Additional Duties of the Committees:

- Educational Excellence Committee directs chapter participation in local and state projects. It is responsible for planning relevant, informative programs for chapter meetings and providing that information in a timely manner to those preparing the yearbook.
- Finance Committee prepares the budget for review by the membership at the first meeting of the year, oversees investment and expenditures of chapter funds, provides for an annual audit, and makes recommendations for changes in dues for the upcoming year.
- The Scholarship/Grants-in-Aid Committee publicizes state and international scholarships to

the membership, informs the members of Kappa State Education Foundation services and supports opportunities for educational excellence, administers the Mildred Vescolani, Kara Jordan and Othelia Paul grants-in-aid-overseeing the applications, selection and presentation of these annual awards. The chairman of the Finance Committee shall be an ex-officio member of the committee.

- The Education Legislation Committee shall foster chapter interest and participation in activities designed to improve the professional status of women.

- The Communications and Publicity Committee promotes Iota Chapter and the Society. It encourages members to use state and international publications to be better informed. It also oversees preparation of the chapter newsletter and yearbook and maintains the chapter website.

- The Courtesy committee sends a red rose to hospitalized members, sends a red rose to any member who has suffered the loss of any relative in her home, sends a sympathy card to any member who has suffered a loss of any other relative. The chairman is a member of the Membership Recruitment and Retention Committee.

- The Yearbook Committee is responsible for preparing the new yearbook based on input from the Educational Excellence and Membership Recruitment Committees.

- The Nominating Committee is responsible for preparing a slate of officers and presenting it to the membership for a vote.

- The Membership Recruitment and Retention Committee is charged with updating, encouraging, and recruiting members. They maintain with the aid of the treasurer current contact information and assist in collecting annual dues. They provide accurate membership information to those who prepare the yearbook. They prepare name tags and make them available at each meeting. They provide membership nomination forms at all meetings. This committee reviews the recommendation forms and submits them for a vote of the chapter. They notify prospective members of their nomination and prepare for their initiation. This committee also informs members of the date and time of the next meeting. They call if there is special information to share with members, such as items for charities, guest speakers, or an important vote.

- The Rules Committee reviews chapter rules, recommending changes as necessary to comply with Society rules and chapter practice. The recording secretary and parliamentary advisor are members of this committee.

- The Historian maintains a scrapbook of events pertinent to the history of Iota Chapter and a memorial scrapbook for deceased chapter members.

The president is authorized to appoint special committees as needed. After submitting the final report to the body that authorized it, the committee shall be dissolved. All committee chairmen and committees, except the Nominating Committee, shall be appointed by the president and shall serve for two years. The Nominating Committee members are elected from the floor. The president shall serve as an ex-officio member of all committees except the Nominating Committee. Committee meetings shall be held with the approval of the president.

Meetings: There will be 6 business meetings and 1 holiday meeting per year. Times and places will be set by the executive board at their first meeting of the year. A quorum shall consist of

the number of members in attendance at the announced starting time of a regularly scheduled meeting.

Amendments: The Rules Committee shall review the standing rules at least once during the biennium. Individual rules may be considered at any regular business meeting. The proposed amendments shall be given to the parliamentary advisor for compilation and presentation at the last business meeting of the year. After approval by a 2/3 vote of members present, the amendments shall be included in the Iota Chapter Standing Rules. They shall be effective at the beginning of the next fiscal year.

Any amendments made to the chapter standing rules should be presented in writing and read one month before the vote takes place. A quorum shall be 2/3 of the members present. Two-thirds of the members present must support the amendment for it to pass.