

**Alpha Kappa Chapter of the Florida State Organization
The Delta Kappa Gamma Society International
Chapter Standing Rules**

A. The name of this chapter shall be Alpha Kappa Chapter. Each State organization and chapter of the Delta Kappa Gamma Society International shall be designated by a Greek letter or a combination of Greek letters.

B. MISSION AND PURPOSE

The purposes of Alpha Kappa Chapter shall be

1. to unite women educators of the world in a genuine spiritual fellowship.
2. to honor women who have given or who evidence potential for distinctive service in any field of education.
3. to advance the professional interest and position of women in education.
4. to initiate, endorse, and support desirable legislation in the interest of education and of women educators.
5. to endow scholarships to aid outstanding women educators in pursuing graduate study and to grant fellowships to women educators from other countries.
6. to stimulate the personal and professional growth of members and to encourage their participation in appropriate programs of action.
7. to inform the members of current economic, social, political, and educational issues so that they may participate effectively in a world society.

C. ORGANIZATION

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

D. MEMBERSHIP

Section A: Membership Invitation

Membership in the Delta Kappa Gamma Society International shall be by invitation. Members initiated into the Society become members of a chapter, a state organization, and the International Society.

Section B: Classification.

1. An active member shall be a woman who is 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. Reserve membership shall be granted by a majority vote of the chapter.
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. 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.
 - (2) be enrolled within the last two years of their undergraduate 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. 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 degree program.

Section C: Election to Membership.

1. The Alpha Kappa Chapter shall invite individuals to membership according to procedures established by the Big Bend Coordinating Council.
2. Candidates for active membership shall be voted upon in chapter meeting by ballot. The election shall be either by preferential ballot or by approval of four-fifths of the ballots cast.
 - a. The preferential ballot shall be used when the decision of the chapter does not permit the acceptance of as many new members as the number of names offered for balloting.
 - b. The four-fifths (4/5) method shall be used if the number of names submitted for balloting is the same as or fewer than the number of new members to be elected.
 - c. Balloting shall be conducted at a regular meeting of the chapter or, if appropriate, by electronic communication.
 - d. Names shall be submitted to the membership committee on the official form.
 - e. The membership committee shall screen the candidates, removing names if deemed advisable. The names of those removed are not reported to the membership.
 - f. The report of the membership committee shall be given prior to the meeting designated for voting.
 - g. The membership chairman shall present to the chapter the approved names with brief oral or written resumes. There shall be an opportunity at this time for members to speak for or against a candidate.
 - h. Written resumes shall be collected and destroyed.
3. Candidates for honorary membership shall be voted upon in chapter meeting by ballot and shall be approved by four-fifths of the ballots cast.

Section D. Orientation and Induction.

1. Orientation shall be a continuing activity and shall include, but not be limited to, the mission and purposes of Delta Kappa Gamma, meaning and use of the Key and Crest and their designs, and the use of Delta Kappa Gamma music, the Greek letters, and the Ritual.
2. Induction shall be conducted in accordance with the outline in the Ritual Book.

Section E. Termination of Membership.

Membership shall be terminated for any of the following reasons:

1. Non-payment of dues and fees.
2. Resignation. The chapter shall file letters of resignation showing the exact date a request was acted upon.
3. Death. A record of all members whose membership has been terminated shall be maintained in the files of the chapter treasurer.

Section F. Reinstatement to Membership.

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

Section G. Transfer Membership.

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

E. FINANCES

Section A. Fiscal Year.

The fiscal year of the Society shall be July 1 – June 30 inclusive.

Section B. Annual Dues.

Annual dues shall be required of active, collegiate and reserve members.

1. International dues shall be determined by the Society.
2. State dues shall be determined by the state organization.
3. Chapter dues shall be determined by the chapter.
4. All dues and fees shall be collected by the chapter treasurer. The treasurer shall pay state and international dues as directed by International Headquarters-

Section C. Dues and Fees.

1. The chapter dues shall be recommended by the Finance Committee and voted upon annually by members present at the first chapter meeting after July 1.
2. A new member shall pay an induction fee at the time of induction.
3. The initiating unit of the Society shall pay a lifetime fee for each honorary member at the time of induction.

Section D. Payment of Dues and Fees.

1. A member shall pay annual dues and fees no later than June 30 of each year. On July 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 induction fees, dues, and scholarship fee at the time of induction.
3. A member initiated on or after April 1 and before July 1 shall pay only induction fee at the time of induction.
4. The treasurer shall pay state and international dues as directed by international headquarters.

Section E. Chapter Financial Procedures.

1. At the first meeting following July 1 each year, the chapter Treasurer shall present a budget based upon the dues adopted by the chapter at that meeting. Approval of the budget shall be by majority vote of members present.
2. The treasurer shall sign all checks.
3. The Finance Committee chair and a member appointed by the President shall conduct an annual audit following the end of the fiscal year and shall submit a report of the audit at the first meeting in the fall.
4. Revisions of the budget shall be by majority vote of the Executive Board at which the revisions are proposed.

Section F. Levy Fees.

Only the chapter may levy assessment upon members.

Section G. Lifetime Publications Fee.

A lifetime fee for publications as established by the Society shall be paid at the time of induction for each honorary member. This fee shall be paid by the unit into which the honorary member is initiated.

F. OFFICERS AND RELATED PERSONNEL

Section A. Officers.

1. Chapter officers shall be a President, a President-Elect, a Vice President, a Recording Secretary, a Corresponding Secretary (all elected), and a treasurer (selected by the President).
2. A Parliamentarian shall be appointed by the President.

Section B. Election of Chapter Officers.

1. The chapter officers, except the Treasurer, shall be elected in even-numbered years by a majority vote of the chapter members present.
2. The term of each elected office shall be two years or until a successor is named. All officers shall take office on July 1 following their election.
3. The Treasurer shall be selected by the President each biennium.
4. One nominee for each elective office shall be presented by the Nominations Committee. Other nominations may be made from the floor. No nominations shall be presented without prior consent of the nominee.
5. Elections shall be by written ballot. The majority of votes cast shall determine the elected officers. If there is only one nominee for an office, election may be by voice vote. The Nominations Committee shall prepare the ballot and conduct the elections.
6. In the event that a member holding an elective or appointive position is unable to perform her duties, the position shall be declared vacant by the officers and a successor named by the President.

Section C: Duties of the Officers.

1. The President shall
 - a. act as presiding officer at regular and called meetings and direct activities of the

- organization.
- b. act as chairman of the Executive Board.
 - c. appoint a Parliamentarian from the membership.
 - d. appoint standing and special committees, except the Nominations Committee.
 - e. approve publications.
 - f. fill by appointment all vacancies in office.
 - g. represent the Society with other societies and at public meetings and conferences.
 - h. take action, with the advice and approval of the Executive Board, on matters which cannot be deferred until the next meeting.
 - i. execute, with the Treasurer or other officers, the necessary legal documents.
 - j. serve as a member of the state Executive Board and participate in all of its meetings.
2. The President-Elect shall serve as presiding officer in the absence of the president and, in the event of the resignation or death of the President, shall succeed to the office of President and serve until the next regular election of officers. The President-Elect shall perform such other duties as the president or the Executive Board shall assign to her.
 3. The Vice President shall perform such duties as the President shall assign to her.
 4. The Recording Secretary shall keep minutes of each meeting and furnish the President a copy of such minutes. She shall serve as secretary to the Executive Board.
 5. The Corresponding Secretary shall carry on such correspondence as may be delegated to her by the President.
 6. The Treasurer shall
 - a. receive and pay out all money belonging to the organization.
 - b. keep an accurate account of receipts and expenditures.
 - c. keep a file of receipts, bills, cancelled checks, and bank statements.
 - d. present a report at each regular meeting.
 - e. file required tax reports.
 - f. submit for annual audit the accounts of the organization.
 - g. serve as an ex-officio member, without vote, on the Executive Board, the Finance Committee, and the Scholarship Committee.
 7. The Parliamentarian shall
 - a. act as advisor to the officers and the members of the organization in matters pertaining to the interpretation of the Constitution and to parliamentary usage.
 - b. serve as a ex-officio member, without vote, on the Executive Board.
 - c. call to the attention of the chair any error in the proceedings that may affect the substantive rights of any member.

Section D. Executive Board

The members of the chapter Executive Board shall be the elected officers of the chapter and the immediate past President. The Treasurer and Parliamentarian shall be ex-officio members, without vote.

Section E. Duties of the Executive Board.

The chapter Executive Board shall

1. act in matters requiring immediate action and decision.
2. recommend policies and procedures for consideration by members.
3. establish rules for budget development and approval and for the supervision of

chapter finances.

G. MEETINGS

Section A. Meetings.

1. Business meetings of the chapter shall be held at least four times per year. Other types of chapter meetings may be held with the approval of the Executive Board.
2. Business and chapter meetings may be held in person or electronically if necessary.
3. A quorum for chapter business shall be a majority of those in attendance.

Section B. Executive Board Meetings.

1. Meetings of the Executive Board shall be held at least two times per year. The Board may meet at other times upon the call of the President.
2. Executive Board Meetings may be held in person or electronically if necessary.
3. A quorum shall be a majority of the voting members of the Board.

H. ACTIVITIES

Section A. Scholarships.

1. The chapter shall give an annual contribution to the Big Bend Coordinating Council's Mary Woodbery Scholarship Fund. This scholarship is awarded to a member pursuing a graduate degree in education.
2. The chapter shall give an annual contribution to the Big Bend Coordinating Council's recruitment grant-in-aid. This grant is awarded to a non-member pursuing a degree in education.
3. The amount for each of these awards shall be determined annually by the Big Bend Coordinating Council.
4. The chapter website will provide resources for members about all scholarships available to them through the chapter, the Florida State Organization, and International.

Section B. Publications.

1. Yearbook

- a. A Yearbook will be updated annually by the chapter Webmaster, who shall be appointed by the President.
- b. Information for the Yearbook will be from publications the Florida State Organization and International as well as from the chapter.
- c. A Yearbook will be published on the chapter website.

2. Newsletter

- a. The President shall appoint an editor of the chapter newsletter.
- b. The newsletter shall be published four times a year on the chapter website.
- c. The newsletter shall be sent to chapter members, the Florida State Organization president, the Florida State Organization Communication's chair, and the editor of the Florida Rays.

3. Chapter Website

Chapter information, including links to the Florida State Organization and International, shall be maintained by the Webmaster. *(Note: The chapter website can be found at <http://www.deltakappagamma.org/FL-alphakappa>)*

Section C. Special Occasions.

1. Orientation/Induction shall be held in the month of October or November in conjunction with the Big Bend Coordinating Council.
2. Alpha Kappa Chapter was established on June 27, 1959, and is remembered on Founder's Day.
3. Founder's Day shall be held in the month of May in conjunction with the Big Bend Coordinating Council.

J. COMMITTEES

Section A. General Procedures.

1. All committees, except the Nominations Committee, shall be appointed by the President.
2. The President shall be an ex-officio member of all committees except the Nominations Committee.
3. The Nominations Committee shall be appointed by the Executive Board and the Nominations Committee shall select a chairman from its committee members.
4. All chapter committee work shall be governed by the international program focus. An effort shall be made to present at each chapter meeting integrated programs which include participation by all the Program of Work Committees.
5. Ad hoc committees shall be appointed by the President as authorized by the Executive Board. Each ad hoc committee shall function only as long as deemed necessary by the Executive Board.

Section B. Committee Structure

The following section contains the basic committee structure at the chapter level. All committees listed are either mandated by International or State or strongly recommended for the smooth and informed operation of each chapter.

1. The Communications Committee shall
 - a. gather information for the newsletter.
 - b. publish and distribute newsletter.
 - c. maintain chapter website.
 - d. provide training on use of on-line services.
 - e. gather information and maintain a social media presence as deemed appropriate by the Executive Board.
 - f. maintain accurate contact information for chapter members.
- The Finance and Audit Committee shall
 - a. prepare the annual budget, including sources of income and projected expenditures.
 - b. review dues structure and make appropriate recommendations for change.
 - c. prepare an annual audit .
2. The Membership Committee shall
 - a. coordinate all activities for recruitment and orientation.
 - b. assist sponsors/mentors of new members in preparation for and activities of membership.
 - c. maintain membership lists and nametags
 - d. maintain files of deceased members and assist with necrology presentations.

3. The Music Committee shall
 - a. plan music for meetings.
 - b. recruit members for musical presentations.
- The Nominations Committee shall
 - a. recruit nominees
 - b. manage elections.
4. The Program Committee shall
 - a. plan, coordinate, and provide resources for programs.
 - b. coordinate site selection, including homes and other venues.
 - c. provide hostesses and greeters for meetings.
 - d. coordinate refreshments
5. The Scholarship Committee shall
 - a. inform members of available grants and scholarships.
 - b. distribute applications and recruit members to apply.
 - c. review applications for accuracy.
 - d. represent chapter at Big Bend Coordinating Council.
6. The Standing Rules Committee shall
 - a. maintain a current copy of the chapter's Standing Rules.
 - b. take prompt action to keep the rules current and consistent with State and International Bylaws and Standing Rules.

K. AMENDMENTS TO THE STANDING RULES

The Standing Rules may be amended as needed or suspended for a specified period of time by majority vote of a quorum at any regular or called meeting, provided notice of a called meeting has been given all members at least 10 days in advance.

Approved at Chapter meeting, 3/12/03; amended 5/3/08 Approved at Chapter meeting, 8/29/15; amended 8/21/15 Approved at Chapter meeting, 7/28/17 Amended 5/22/18, Board Approved 6/19/18, Approved at Chapter meeting 7/17/18, Amended 11/11/19, Amended 4/18/22, Board Approved 4/30/22, Approved by Membership 5/14/22.