

## Theta Chapter Rules

Adopted November 14, 2019  
Amended/Revised

### Article I Name

The name of this chapter shall be Theta Chapter, Iowa State Organization, and Delta Kappa Gamma Society International, also known as the Society, Delta Kappa Gamma, or DKG.

### Article II Purposes and Mission Statement

**Section A.** Theta Chapter shall promote the seven purposes of the Delta Kappa Gamma Society International (*Constitution*, Article II, Section D) and those in the *Iowa State By-Laws*.

**Section B.** Mission Statement: The Delta Kappa Gamma Society International promotes professional and personal growth of women educators and excellence in education.

**Section C.** International Vision Statement: Leading Women Educators impacting Education Worldwide

**Section D.** Iowa Vision Statement: Women Educators Committed to Lifelong Learning Opportunities for All

### Article III Membership

#### Section A. Membership

1. The membership of Theta Chapter shall be comprised of active, collegiate, reserve, and honorary members in accordance with the *Constitution*, Article III and *International Standing Rules*, Section 3.
2. The chapter has full authority for administration of membership.
3. Membership records are kept by the chapter.

#### Section B. Classification

1. Active membership shall be a woman who is or has been employed as a professional educator at the time of her election. The definition of a professional educator is a one-to-one or group instructor including preschool to university educators, administrators, or consultants who teach adults and coaches. They shall participate in the activities of the Society.
2. Collegiate membership shall be undergraduate or graduate students who meet the following criteria:
  - a. Undergraduate student collegiate members shall:
    - i. Be enrolled in an institution offering an education degree and have the intent to continue academically and professionally in the field of education, and
    - ii. Be enrolled within two years of their education 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.

A collegiate member may participate in the activities of the state organization and local chapter except holding office. A collegiate member may serve as parliamentarian. 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 education degree program.

3. Reserve membership shall be granted only to those who are 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 of votes of members attending the meeting.
  - b. A reserve member, so requesting, may be returned to active membership.
4. Honorary members shall be women not eligible for active membership who have rendered notable service to education or to women and are elected to honorary membership in recognition of such service. They shall be privileged to participate in all activities except that of holding of-fice.

### **Section C. Election for Active/Collegiate/Honorary Membership**

1. A candidate for membership shall be endorsed by at least one member who has knowledge of her personal qualities as well as her professional qualities.
2. The candidate shall submit Membership Form 3 to the membership chair one month prior to the chapter's vote.
3. Candidates may be invited to meetings prior to the chapter's vote.
4. The Membership Committee shall present the qualifications of each candidate prior to the chapter's vote.
5. Voting shall be by voice vote or written ballot. Approval will be by the majority of members present.
6. The corresponding secretary or her representative shall send an invitation for membership.

### **Section D. Orientation and Induction**

1. Orientation of new members and induction are the responsibility of the chapter president, officers, and membership committee.
2. Induction will be held as scheduled by the membership committee.

**Section E. Transfer of Membership** A member in good standing may be transferred from one chapter to another upon notification to Society Headquarters.

**Section F. Reinstatement** A former member may be restored to membership by the chapter receiving the request.

### **Section G. Termination of Membership**

1. Membership in the society is terminated for one of these three reasons—nonpayment of dues, resignation, or death. In the case of resignation or nonpayment of dues, the president shall contact the member to explore alternatives.
2. A record of membership termination—name, reason, date—shall be recorded in the minutes of the chapter executive board and/or chapter meeting.

**Section H. Memorial Service** The membership committee shall plan a memorial service for a deceased member which will be held at a chapter meeting following the death of the member.

## **Article IV Finance**

Financial matters are in accordance with the *Constitution*, Article IV and the *Iowa State By-Laws. Guidelines for Chapter Treasurers*, issued by International, also provide specific guidelines to be followed in the implementation of International policy.

### **Section A. Dues**

1. Chapter dues shall be reviewed prior to April 1 and determined annually by the executive board.
2. Annual dues and the scholarship fee shall be paid no later than June 30 for the following fiscal year. On October 1, members shall be dropped for nonpayment.

- a. Active members shall pay International, Iowa State, and Theta Chapter dues and the scholarship fee.
  - b. Collegiate members shall pay International dues, no Iowa State dues, no Theta Chapter dues, and no scholarship fee.
  - c. Reserve members shall pay Theta Chapter dues, the scholarship fee, and reduced International and Iowa State dues.
  - d. Honorary members are exempt from dues and the scholarship fee.
3. The fiscal year of the chapter shall be July 1-June 30 inclusive.
  4. All dues and fees shall be collected by the chapter treasurer who will pay outstanding bills by check or electronic payment. State and international dues and fees shall be forwarded to the state treasurer by November 10 of each year.
  5. For membership or reinstatement commencing between July 1 and December 31, the member shall pay an induction fee (new members only), dues, and scholarship fee for the current year. For membership or reinstatement commencing on or after January 1, the member shall pay the same except the international dues and state dues shall be reduced to half.

### **Section B. Budget**

1. A proposed budget, prepared annually, shall be submitted to the executive board for review at the winter planning meeting. It shall then be presented to the chapter for approval at the April meeting.
2. The chapter president shall approve all committee or personnel expenses before reimbursement by the treasurer.
3. A separate Financial Review Committee shall review the records following the July 15 closing of the fiscal year.
4. Special funds or awards may be created by the executive board and approved by the membership.

## **Article V Organization**

**Section A.** Theta Chapter shall follow the guidelines of Delta Kappa Gamma International Society as designated.

**Section B.** Theta President shall serve on the Iowa State Executive Board or appoint a chapter delegate if needed.

## **Article VI Officers and Related Personnel**

Theta Chapter shall elect officers in accordance with the *Constitution*, Article VI, Section A, and duties in accordance with the *Constitution*, Article VI, Section C and D.3.

### **Section A. Officers**

1. Theta chapter shall have the following elected officers: President, Vice-President, and Secretary. The Chapter may elect co-officers, a second vice-president, and a corresponding secretary.
2. Treasurer appointment shall be approved by Chapter Executive Board.

### **Section B. Related personnel appointed by the president**

1. Parliamentarian
2. Historian
3. Webmaster

**Section C. Duties** All officers receive a list of duties for Theta chapter which will include the duties listed in the *Constitution*.

**Section D. Election and Term of Office**

1. Officers are elected in even-numbered years.
2. Nominations for each elective office shall be presented by the Nominations Committee. Consent of each nominee must be obtained.
3. Other nominations may be made from the floor with the consent of the nominees.
4. The nominee receiving the majority of the votes of members present shall be elected. If there is but one nominee for an office or position, the election may be by voice vote.

**Section E. Vacancies** Vacancies are to be filled in accordance with the *Constitution*, Article VI, Section E.

## **Article VII Boards**

Theta Chapter shall function in accordance with the *Constitution*, Article VII, Section C.

**Section A.** The members of the Executive Board shall be the elected officers of the chapter, the immediate past president, and such other voting members as to be determined by the chapter. The Treasurer and Parliamentarian shall be ex-officio members, the Parliamentarian without vote.

**Section B. Duties of the Executive Board**

1. Approve the treasurer selection for the biennium.
2. Establish rules for budget development and approval, and for the supervision of chapter finances.
3. Act in matters requiring immediate action and decision and report to the chapter at the next regular meeting.

**Section C. Meetings of the Executive Board**

1. Meetings of the Board shall be held at least twice annually.
2. The Board may meet at other times upon the call of the president. A quorum shall be a majority of the voting members of the Board.

## **Article VIII Committees**

Theta Chapter shall follow the rules of Delta Kappa Gamma International as stated in the *Constitution*, Article VIII. Standing Committees shall be appointed by the president.

**Section A. Duties and Responsibilities of Committees** Theta Chapter shall be responsible for any chapter duties specified by the State or International committee descriptions, Article VIII, section B, C, and D.

**Section B. Standing Committees** General duties are reviewed and shared with members on a regular basis. Committees are appointed by the President unless indicated otherwise. The President is an ex-officio member of all committees except the Nominations Committee.

1. Society Business
  - e. Communications
  - f. Financial Review
  - g. Membership
  - h. Nominations
  - i. Rules
2. Society Mission and Purpose

- a. Program
- b. Scholarship
- c. Volunteering/Fundraising
- d. Legislation
- e. World Fellowship

**Section C. Special/Ad Hoc Committees** The president shall appoint special and/or ad hoc committees as needed.

## **Article IX Meetings**

### **Section A. Meetings**

1. Theta Chapter shall have a minimum of four business meetings per year and other meetings/activities as determined by the Executive Board.
2. A quorum for the meeting shall be a 25% of the voting membership. There shall be no proxy voting.

## **Article X Parliamentary Authority**

*Robert's Rules of Order Newly Revised* shall govern the proceedings of Theta Chapter in all cases not provided for in the *Constitution*, the *International Standing Rules*, the *Iowa State By-Laws*, and the *Iowa State Standing Rules*, and the *Theta Chapter Rules*.

## **Article XI Dissolution**

Theta Chapter shall meet with its members, District Director, and the State Expansion chair to explore alternatives to reorganization or dissolution. When members have explored all options, the chapter president shall follow procedures in accordance with *Iowa State By-Laws*, Article XI, Section B.

## **Article XII Amendments**

**Section A.** Chapter rules may be amended or rescinded when presented to the chapter by a member of the Rules Committee for vote by chapter members. The motion must receive two-thirds vote of approval of those in attendance.

**Section B.** A revision of the rules may be authorized by the Executive Board.

**Section C.** Rule changes must be submitted to the state rules committee for review and approval.