

CHAPTER RULES  
ZETA CHAPTER  
(Revised and Approved: September 2019)

ARTICLE I. NAME

The name of the chapter shall be Zeta, Iowa State Organization, of the Delta Kappa Gamma (DkG) Society International.

ARTICLE II. PURPOSES and MISSION STATEMENT

The purposes of the chapter shall be the seven purposes of the Delta Kappa Gamma (DKG) Society International (CONSTITUTION, ARTICLE II) and those in the Iowa State Organization.

Mission Statement: The Zeta Chapter of the Delta Kappa Gamma (DKG) Society International promotes professional and personal growth of women educators and excellence in education.

ARTICLE III. MEMBERSHIP

- Sec. 1      Membership classification is in accordance with the CONSTITUTION, ARTICLE III, and the International Standing Rules, 3.0-3.5.
- A. 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.
  - B. 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.
    - 1. Reserve status shall be granted by a majority vote of the chapter.
    - 2. A reserve member shall be a woman not eligible for active membership.
  - C. 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.
- D. Collegiate members shall be undergraduate or graduate students who meet the following criteria:
1. Undergraduate student collegiate members shall
    - a. Be enrolled in an institution offering an education degree and have the intent to continue academically and professionally in the field of education and,
    - b. Be enrolled within the last two years of their undergraduate education degree.
  2. 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.
  3. 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.

Sec. 2        Candidates for election to membership in Zeta Chapter shall live or teach as determined by the State Executive Board. The membership shall be composed of active, reserve, honorary members, or collegiate members.

Sec. 3        Election to Membership

- A. A candidate for membership must be endorsed by members who have knowledge of her personal attributes as well as her professional qualifications and who submit a recommendation on the official "Recommendation of Membership" form to the Membership Chairman by March 1 of each year.
- B. The Membership Committee shall screen the nominations and prepare and present copies of the qualifications of each of the approved candidates before voting takes place.
- C. Voting shall occur at the March meeting of Zeta Chapter.

- D. Voting shall be determined by majority vote.
- E. The membership chairman, her designee, or the member who completed the nomination form shall hand deliver the invitations and a copy of the DKG membership brochure to the candidate within one week of her election.
- F. A candidate shall have one week following the informational meeting in which to respond to the membership chairman. Should a candidate decline, this action should be kept on file by the secretary for future reference.
- G. Orientation and induction are the responsibility of the membership chairman and her committee.
- H. Induction shall be at the April chapter meeting or as arranged by the Membership Chairman for the convenience of the initiate. New members shall be guests of the chapter following an induction ceremony.
- I. Candidates for honorary membership shall be voted upon in a chapter meeting by ballot and shall be approved by four-fifths of the ballots cast.

Sec. 4      Transfer of Membership

A member in good standing may be transferred from one unit to another upon application to the International Headquarters.

Sec. 5      Termination of Membership

Membership shall be terminated for any of the following reasons:

A. Non-payment of dues and fees

Dues shall be paid to the Zeta treasurer before May 31 each year so that they can be sent to the State and International by June 30. On October 1, if dues and fees remain unpaid, the member shall be notified by International that she is being dropped from the chapter roll. The member shall be notified of this termination by an email from International. The chapter does not vote on termination.

The Zeta treasurer is requested to contact the guardians of the infirm members one month in advance of the DKG deadline to give the guardians an opportunity to remit dues for those members. Should the dues of those mentally incompetent and/or unable to manage their financial affairs remain unpaid at the time of the deadline, the Zeta treasurer is directed to pay the reserve membership dues of these members and to notify the responsible party or conservator of the action.

The Zeta Chapter treasurer is required to send Form 15, an annual report of membership information, to the Iowa State treasurer.

**B. Resignation**

A resignation from membership shall be presented in writing to the president. The chapter treasurer shall report the resignation to the state treasurer.

**Sec. 6 Reinstatement to Membership**

- A. A former active member may be returned to active membership after a review of the reasons for membership termination. The candidate for reinstatement shall be voted upon by ballot in a chapter meeting of the receiving chapter. Approval shall be by four-fifths of the ballots cast by the receiving chapter.
- B. A former member who had reserve status at the time her membership was terminated may be reinstated as an active member upon approval by four-fifths of the ballots cast by the receiving chapter.

**ARTICLE IV. FINANCES**

- Sec. 1 Financial matters are in accordance with the CONSTITUTION, ARTICLE IV and the Iowa State Bylaws.
- Sec. 2 Local chapter dues shall be determined annually by chapter vote at the May meeting.
- Sec. 3 Annual Chapter, State, and International dues and fees shall be collected by the chapter treasurer between April 1 and May 30 each year. After the stated deadline, members shall be dropped for nonpayment of dues and fees.

- Sec. 4 All dues and fees shall be collected by the chapter treasurer. State and International dues and fees shall be forwarded to the state treasurer by June 30 each year along with the electronic International dues form.
- Sec. 5 The Finance Committee shall submit a proposed budget to the Executive Board, including the fee to renew the chapter website, at the summer planning meeting. A copy of the proposed budget shall be given to each member of the Executive Board and reviewed. It shall then be presented to the chapter for approval at the September meeting.
- Sec. 6 The report of the annual financial review shall be submitted to the chapter for adoption at the September meeting. A committee of two persons, appointed by the president, shall conduct this financial review between July 1 and July 30. No member of the Finance Committee or chapter officer shall serve on the Review Committee.
- Sec. 7
- A. The Chapter president or her representative shall be allowed up to \$150 for state convention expenses. This money shall be used for round trip mileage, registration fees, and food and lodging (1/2 double room).
  - B. The Chapter president or her representative shall be allowed the sum of \$300 per year to attend the International convention or conference. This may be used for trip mileage, registration fees, and food and lodging (1/2 double room). To qualify as the chapter representative, Zeta members must have attended at least two chapter's meetings in the past year.
  - C. The Chapter president or her representative shall be allowed mileage and luncheon expense for the Upsilon Executive Board meeting and the leadership training session.
  - D. Zeta members, other than the president or her representative, shall be allowed up to the sum of \$100 per year to attend the International convention or conference. This may be used for trip mileage, registration fees, and food and lodging (1/2 double room). If more than one member attends the convention, the \$100 shall be divided. Zeta members must have attended at least

two Zeta meetings in the past year to qualify for the chapter \$100 or a share of it to attend International/Regional conventions/conferences.

- Sec. 8 In the event of the death of a member, the chapter shall send a ten-dollar memorial to the State Memorial Award Fund.
- Sec. 9 Key pins returned to the chapter shall be kept by the president and may be sold to any Zeta member. The purchase price is to be reviewed annually by the Executive Board. The money shall be deposited in the General Fund since this is the source of the funds to be sent to the Memorial Award Fund in the event of the death of a member.
- Sec. 10 At the death of a chapter member, the membership chairman shall be allowed money for the chapter to send a card, if out of state or if local, a single red rose.
- Sec. 11 The chapter treasurer shall be responsible for ordering the president's pin. The immediate past president shall present the pin at the incoming president's installation.

## ARTICLE V. ORGANIZATION

- Sec. 1 Zeta Chapter's boundary lines shall be determined by the State Executive Board.
- Sec. 2 The chapter shall govern the conduct of its business in a manner consistent with the CONSTITUTION, International Standing Rules, the Iowa State Bylaws and Standing Rules, and the Chapter's Rules. A quorum of 20 percent of Zeta members is required for voting.
- Sec. 3 The Chapter Rules Committee shall review the rules annually and present any suggested revisions to the chapter for a vote.
- Sec. 4 The Chapter officers, except the treasurer, shall be elected in the even-numbered years by a majority vote.
- Sec. 5 The term of each elected officer shall be two years. No officer except the treasurer may serve in the same office longer than two terms in succession. All officers shall take office on July 1

following their election.

- Sec. 6 The treasurer shall be selected by the Executive Board each bien-nium.
- Sec. 7 The chapter president shall represent the chapter as a voting member of the chapter at the State Executive Board meetings and, if unable to attend, may send a representative.

## ARTICLE VI. OFFICERS

- Sec. 1 The elected chapter officers shall be a president, a first vice-president, a second vice-president, a recording secretary. A treasurer shall be selected by the Executive Board. A Parliamentarian shall be appointed by the president.
- Sec. 2 The chapter officers and the parliamentarian shall perform duties as prescribed in the CONSTITUTION, authorized by the Iowa State Bylaws, and as stated here in the Chapter Rules.

A. The Chapter President shall do the following:

1. Act as presiding officer at regular and called meetings and direct the activities of the organization.
2. Act as chairman of the chapter's Executive Board.
3. Appoint a parliamentarian from the membership.
4. Appoint standing and special committees.
5. Approve for payment all expense claims.
6. Prepare and distribute by email at least four newsletters. The deadline for receiving articles for the newsletter will be announced by the president.
7. Keep hard copies of newsletter and file it in the president's files.
8. Send copies of the newsletters to these state officers: President, Communications Chairman, State Editor, State Webmaster, and District Director.
9. Fill by appointment all vacancies in office.
10. Represent the Society at meetings, conferences, and other events.
11. Take action, with the advice of the Executive Board, on matters, which cannot be deferred until the next meeting.

12. Serve, ex officio, in the process of budget development and supervision of finances.
13. Serve as a member of the state organization executive board.

B. The 1st Vice-President shall do the following:

1. 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 presidency and serve until the next regular election of officers.
2. Serve as chairman of the Program Committee.
3. Perform such other duties as the president or the Executive Board shall assign to her.

C. The 2<sup>nd</sup> Vice-President shall do the following:

1. Serve as presiding officer in the absence of both the president and 1<sup>st</sup> Vice President and, in the event of the resignation or death of either the president or the 1<sup>st</sup> vice-president, shall succeed to the office of 1st vice-president and serve until the next regular election of officers.
2. Serve as chairman of the Membership Committee.
3. Shall perform such other duties as the president or the Executive Board shall assign to her.

D. The Recording Secretary shall do the following:

1. Keep minutes of each meeting of the chapter and furnish the president with a copy of such minutes.
2. Serve as secretary to the Executive Board.

E. The Treasurer shall do the following:

1. Receive and pay out all monies belonging to the organization, including the website fees and compliance form.
2. Keep an accurate account of receipts and expenditures.
3. Keep a file of receipts, bills, canceled checks, and bank statements.
4. Present a report at each regular meeting.
5. File required tax report Form 990-N (annual electronic filing requirement for small exempt organizations), the electronic International dues form, and Form 15, the annual report of the chapter treasurer.
6. Submit for annual financial review the accounts of the organization.
7. Serve as an ex-officio member, with vote, on the Executive



Board.

8. Serve as ex-officio in the process of budget development and supervision of finances.
9. Follow appropriate procedures to ensure the safety and proper handling of chapter moneys as established by the chapter finance committee.

E. The Parliamentarian shall do the following:

1. 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.
2. Serve as ex-officio member, without vote, on the Executive Board.

- Sec 3      All officers, except for the treasurer, shall be elected by the Chapter in even-numbered years and shall have a term of two years unless otherwise specified or until a successor has been named.
- Sec. 4      Nominations for office shall be made by the Nominations Committee composed of chairman and two members. The committee shall be elected by ballot in even-numbered years.
- Sec. 5      The Nominations Committee shall submit the name of one nominee for each elective office. The committee shall also submit the names of three nominees for the Chapter Nominations Committee.
- Sec. 6      Other nominations may be made from the floor with the consent of the nominee.
- Sec. 7      Elections shall be by written ballot with the candidate receiving the majority of the votes cast being elected.
- Sec. 8      The Nominations Committee shall prepare the ballot and conduct the election during the March chapter meeting

## ARTICLE VII. MEETINGS

- Sec. 1      Business of the chapter shall be conducted at chapter meetings, held at a time and place as determined by the Program Chairman, for the purpose of receiving reports and adopting policy, amending rules, electing officers, and conducting other business which

may properly come before the chapter. Every member at the meeting may vote. A roll call vote, as specified in the CONSTITUTION, maybe ordered.

- Sec. 2      A minimum of four-chapter meetings will be held each year. Zeta Chapter has traditionally held seven-chapter meetings in the months of September, October, November, February, March, April, and May. A multi-chapter meeting may also be held each biennium and include a visit from the Iowa State president. No meetings are scheduled for December and January.
- A. All members being notified, chapter meetings may be face-to-face, through electronic communications, or through a combination of the two, as long as members present may simultaneously hear one another and participate during the meeting.
  - B. All members being notified, matters requiring immediate chapter action may be voted upon by email (postal or electronic) that provides a valid receipt of each responding chapter member's vote. A majority vote of chapter members shall be required for action.
  - C. Ratification of all voting by mail (postal or electronic) must be made at the next face-to-face meeting of the chapter.
  - D. There shall be no proxy voting.

## ARTICLE VIII. EXECUTIVE BOARD

- Sec. 1      The members of the Executive Board shall be elected officers, the immediate past chapter president, treasurer (with vote), and parliamentarian (without vote).
- Sec. 2      The duties of the Executive Board shall be as follows: To recommend policies and procedures for consideration by the chapter; to examine, modify, if necessary, and recommend the budget for adoption at the September meeting; to select the treasurer; prescribe her duties, and determine her term of office; and the supervision of chapter finances; to act in the interim between meetings upon matters requiring immediate decision. These decisions are to be reported to the chapter members in the next regular meeting of the chapter.
- Sec. 3      Two meetings of the Executive Board shall be held annually. Special meetings may be called by the president as needed. The minutes

shall be recorded and read at the next Executive meeting. Chapter president shall report Executive Board action and recommendations at the chapter meetings.

- Sec. 4      A quorum shall be a majority of the voting members of the Board.
- Sec. 5      If the chapter president is unable to attend the State Executive Board meeting, she may appoint an official representative who shall have full privileges of participation.
- Sec. 6      The Chapter Executive Board shall function in accordance with the CONSTITUTION, ARTICLE VII, Section C.

## ARTICLE IX. COMMITTEES

- Sec. 1      Standing committees shall be as follows:
- A. Society Business
    - 1. Finance
    - 2. Membership
    - 3. Nominations
    - 4. Rules
  - B. Program of Work
    - 1. Program
    - 2. Personal Growth and Services
    - 3. Professional Affairs (Legislation)
    - 4. Research
    - 5. Music
  - C. Educational Services
    - 1. Communications
    - 2. Scholarships
    - 3. World Fellowships
  - D. Other
    - 1. Courtesy
    - 2. Financial Review
    - 3. Committees determined on a "need basis"
- Sec. 2      Duties of the committees shall be as stated in the CONSTITUTION, ARTICLE VII, and as described herein, in the Zeta Standing Rules.

### Sec. 3 Procedures

- A. The president shall appoint all committees and committee chairmen except for the Nominations Committee.
- B. The president shall be an ex-officio member of all committees except the Nominations Committee.
- C. All standing committees shall submit reports as requested or required.
- D. Special committees may be appointed by the chapter president to carry out specific tasks. The president should not appoint a special committee to take care of any responsibility assigned to a standing committee.
- E. The Finance Committee shall be responsible for supervision of the financial affairs of the chapter, recommendations for the expenditures and investment of funds, and preparation of a budget for adoption by the chapter. This budget will include the fees to renew the chapter website annually.
  - 1. The Budget Committee shall meet one week prior to the August Executive Board meeting for the purpose of discussing and preparing a budget to be presented to the Executive Board at the August meeting.
  - 2. The budget approved by the Executive Board shall be presented to the chapter at the September meeting for adoption.
  - 3. Local dues shall be determined at the Budget Committee meeting. State and International dues are generally influenced by decisions made at the Regional and/or International meetings held during the summer months and the annual Iowa State Convention held in June.
- F. The Membership Committee, chaired by the 2<sup>nd</sup> Vice President, shall study and make recommendations related to membership.

1. The Membership Chairman is responsible for encouraging members to seek suitable prospective members.
2. The Membership Chairman shall accept recommendations for new members on "Recommendation for Membership" forms. These are due March 1.
3. The committee shall screen the candidates and present the names and qualifications of those recommended to the chapter before voting.
4. The committee shall conduct the election at the March chapter meeting, using majority vote.
5. The committee shall keep an accurate record of invitations sent and written replies made by persons who decline membership. Note: If legitimate reasons for refusal are offered, the person may be invited again at a later date.
6. The committee shall conduct orientation of prospective members after invitations have been extended and preferably before the invitations are accepted or rejected.
7. The committee shall prepare and participate in the chapter induction ceremony.
  - a. Prepare the induction paraphernalia
  - b. Arrange induction table
8. The Membership Chairman is responsible for an up-to-date file of biographical data of chapter members. Disposition of the Key pin may also be indicated.
9. Members may wish to include a preference for a necrology ceremony during the funeral rather than at a chapter meeting.
10. The Membership Chairman files reports of deceased members, including biographical data, and completes Form # 6.

11. The committee plans the memorial services or necrology service for deceased members.
12. The Membership Chairman is responsible for the Annual Necrology Report and the Biennial Membership Report.

G. The Nominations Committee's election, personnel, and duties shall be as described in ARTICLES VI AND VIII.

1. The Nominations Committee shall solicit suggestions for officers from the members.
2. The Nominations Committee shall ascertain that the nominated person will serve, if elected.
3. The committee shall present to the chapter, in even-numbered years, nominations for elective offices: president, first vice-president, second vice-president, recording secretary, and Nominations Committee.
4. The committee shall prepare a ballot to be presented to the chapter.
5. Voting shall occur during the March meeting of the chapter.
6. Members of the Nominations Committee shall collect and count the votes and announce the names of the new officers at the March meeting.
7. Installation of new officers shall take place during the April or May chapter meeting.
8. New officers shall assume their positions on July 1.
9. The chairman of the Nominations Committee shall send the names and addresses of new officers to the state president and to the international executive coordinator.
10. The committee shall file a report of the election with the chapter for later reference.

H. The Rules Committee shall receive all proposals for amending

the Rules, shall make recommendations for amendments, and shall present them to the chapter for a vote.

1. A chapter shall adopt rules which apply specifically to its own unit, provided those rules are in harmony with International and State governing documents.
  2. Chapter rules shall be reviewed annually.
  3. Chapter rules shall be formally recorded.
  4. Send corrected rules to the Iowa State Rules Chairman for approval.
- I. The Program Committee, chaired by the first vice-president, shall plan and implement the chapter program each year, following the theme suggested by the International Committee and Iowa State.
1. The Program Committee shall be composed of the first vice-president, Personal Growth and Services Chairman, Professional Affairs Chairman, Research Chairman, Music chairman, and additional members as needed. The Chapter president is an ex-officio member of this committee.
  2. Duties of the Program Chairman and the committee shall be as follows:
    - a. To attend scheduled leadership development training at state convention or at Executive Board, or to appoint a member of the committee to attend.
    - b. To plan the year's programs for the chapter using the themes of the state and international.
    - c. To understand "Program of Work" as covering the activities carried out on a continuing basis.
    - d. To build programs using different techniques for presenting ideas.

- e. To encourage growth of members by having as many different members as possible take part in programs.
  - f. To plan for the proper observance of Founders' Day.
  - g. To plan for the proper observance of the chapter's birthday.
  - h. To coordinate the work of the four committees concerned with the program of work.
  - i. To provide for the use of music as an integral part of the programming.
  - j. To select and reserve meeting sites for chapter meetings prior to printing of the yearbook.
  - k. To confirm with the meeting site personnel one month prior to use of the facility that the space is still available for chapter use.
  - l. To prepare the yearbook for printing and assembly.
  - m. To distribute the yearbook to members and to send copies of the yearbook to the State President, State Editor, State Program Chairperson, State Webmaster, and the District Director. This should be done in the fall.
  - n. To send the name and address of the chapter chairman to the state chairman
  - o. To prepare an annual report in triplicate on the International Report form by February 1.
  - p. To encourage correct wearing of the pin.
3. A member of the Program Committee shall be responsible for coordinating music with the program. The duties and responsibilities of the Music Chairman are as follows:
- a. Meet with the chapter program committee at all



planning sessions of the year's activities and program

- b. Choose two-chapter members to share the responsibility for providing the musical experiences of the chapter. (If possible, these members should be from the program committee).
  - c. Catalog all new materials and keep in good order all music supplies.
  - d. Provide songbooks or song sheets appropriate for each meeting
  - e. Secure copies of all new music. Reproduce multiple copies for use by individual members. (Be aware of copyright laws)
  - f. Transport appropriate music to each meeting as indicated by the Program Chairman. The Program Chairman shall be responsible for contacting the Music Chairman as to the amount of time available at the meeting for music.
  - g. Plan the musical portion of the induction ceremony.
  - h. Attend the induction practice.
  - i. Attend state and, if possible, International meetings. When unable to attend, ask that the chapter president or other delegate in attendance secure the state music packet information for Zeta chapter.
- J. The Personal Growth and Services Committee shall be responsible for implementing the plans of the chapter and develop such programs and projects as may be of interest or benefit to members and are designed to enrich personal lives. The committee shall do the following:
- 1. Select one of more projects that can be implemented into the daily lives of each member. These projects should encourage a better understanding of and participation in intercultural affairs and provide a measure of aid to those with great needs.
  - 2. Present the project (s) to the chapter at a fall meeting.
  - 3. Begin implementation for the project after the

presentation by the committee chair.

4. Keep the chapter involved and informed of the project through announcements in chapter meetings and the newsletter.
5. Involve all members of the committee in the implementation and execution of the project. The committee chairman may assign responsibilities to members of the committee.

K. The Professional Affairs Committee shall be responsible for implementing the plans of the chapter, which include areas of legislation to improve education and the status of women, grants-in-aid, and professional problems relating to education. The president shall appoint a member of this committee as historian whose duty shall be to keep records of the chapter. The chairman shall do the following:

1. Meet with the Program Committee at all planning of the year's activities and programs.
2. Assist with a chapter program in cooperation with other designated committees of work.
3. Inform chapter members of current educational legislation.
4. Urge individual support of desirable state and national legislation relating to education and teacher welfare.
5. Cooperate in any program advanced by the International and/or State Chairmen.
6. Conduct the search for the Zeta Grant-in-Aid recipient(s). The amount and number of grants will be determined by the Budget Committee and Executive Board each year. A grant is awarded annually to a female high school senior or to a qualifying college female.

- a. Criteria used for selection shall be as follows:
  1. Academic achievement
  2. Extra-curricular and community

involvement

3. Potential for teaching and interest in the teaching profession
  4. Financial Need
  - b. A recipient may reapply for the Grant and will be given equal consideration for a second grant.
  - c. Informational sheets and Zeta Grant-in-Aid application blanks shall be distributed to all Jasper County high school counselors by February 1. The same materials shall also be available to chapter members.
  - d. Applications must be in the hands of the Chairman by April 15 for consideration by the Professional Affairs Committee who will select the recipient.
  - e. The chairman will notify the recipient(s) of selection and will extend an invitation to the recipient(s) and her/their parents to attend the May meeting of Zeta Chapter.
7. Prepare and submit the biennial report and send to the following: the state chairman, the chapter president, and to the chapter committee file.
  8. Furnish news items of chapter grant-in-aid activities for the state chairman.
- L. The Research Committee shall conduct research to assist the chapter and members in the development and use of educational research with particular emphasis on research related to the Society's purposes, goal setting, needs assessment, implementation of action programs and program evaluation.
- M. The Communications Committee shall promote the program of work for the chapter and be responsible for sending meeting details to the local newspapers prior to each meeting. Duties of the Chairman include the following:
1. Mail printed newsletters to members without computer access.

2. Purchase and distribute stamps and envelopes for mailing of the newsletter and submit bill to treasurer.
  3. Complete the two-year report.
- N. The Scholarship Committee shall inform the membership as to the scholarships available and assist any member who wishes to apply for one.
1. Scholarships shall be publicized at the chapter meetings and in the newsletter.
  2. The committee shall encourage applications for scholarships. Application forms will be available online or may be requested from the committee chairman.
  3. The scholarship committee may wish to recommend an applicant for the State Memorial Award. This should be done before the Iowa State.
  4. All applications must be in the hands of the State Scholarship Committee by the Iowa State due date.
- O. The World Fellowship Committee shall be responsible for informing the chapter about the International World Fellowships and the Iowa State International Student Grants and shall provide projects for contributions by the members of the chapter. When possible, the committee shall contact and maintain contact with the World Fellowship or International Student Grant recipients, attending a college or university in our area.
- P. The Courtesy Committee shall be liaison people between the organization and individual members. The committee shall provide for a personal contact with each member. The duties of the committee shall be as follows:
1. The membership will be the persons to be contacted by committee members, when necessary.

2. To contact the membership on upcoming meeting information.
3. To contact those on the lists who have not made reservations for luncheon/dinner meetings by signing the reservation sheet at the chapter meeting.
4. To report any illness or hospitalization of a member to the president, who will notify the chapter membership of such things as hospital address, etc.
5. To carry out any other duties as requested by the first vice-president.

#### Q. Financial Review Committee

1. The chapter president shall appoint two members to this committee.
2. Members shall review the financial documents of the chapter between July 1 and July 30 and submit a report to the chapter at the September meeting.

### ARTICLE X: DISSOLUTION

- A. When a chapter is considering dissolution or reorganization, the chapter president shall contact the State Expansion Committee chairman. The chairman and committee members shall meet with chapter members to explore options for maintaining, reorganizing, or dissolving their chapter. The chapter members' decision, which may be voted on at that meeting or at a later date, shall be reported to the State Expansion Committee chairman.
- B. The State Executive Board may, upon the recommendation of the State Expansion Committee, approve the dissolution of a chapter.
- C. After all of the chapter's liabilities have been paid, any remaining funds shall be sent to the state treasurer. After transfer of members from the dissolved chapter has been completed, the

state treasurer shall send the dissolved chapter's remaining funds to the receiving chapter(s) on a pro-rated basis. If no members transfer, the funds shall remain in the state treasury.

- D. The State Membership Committee shall facilitate the transfer of members of the dissolved chapter to other chapters.
- E. The chapter charter shall be returned to the state president who shall forward it to International Headquarters.
- F. The dissolved chapter's records, Society publications, and other historical materials shall be retained in the state archives. The chapter's paraphernalia shall be available for purchase or loan with the approval of the State Executive Board.
- G. The State Executive Board shall determine whether the name of the dissolved chapter shall be used again.

## ARTICLE XI. PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised shall govern the proceedings of Zeta Chapter in all cases not provided for in the CONSTITUTION, State Bylaws, and the Standing Rules of Chapter Rules.

## ARTICLE XII. AMENDMENTS

Zeta 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 a two-thirds (2/3) vote of approval of the members in attendance. Membership will be notified of amendments and/or changes in the next chapter newsletter.