

The Delta Kappa Gamma Society International

Eta State Organization

Alpha Iota Chapter Standing Rules

I. Chapter Name

The name of the chapter shall be Alpha Iota Chapter, Eta State Organization, Delta Kappa Gamma Society International.

II. Purposes

The purposes of Alpha Iota Chapter shall be the seven purposes of The Delta Kappa Gamma Society International and those of Eta State Organization

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.
- 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. Initiation shall be held at the May meeting. The chapter will pay expenses for the initiation luncheon of the initiates.
- K. The orientation program shall be the responsibility of the Membership Committee.
- L. Honorary members shall have given or be giving distinguished service to education and/or women that are of local significance to the chapter area.
- M. 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.
- N. 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.
- O. The executive board shall decide on the disposition of Society jewelry that has been returned to the chapter.
- P. When 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 Eta State Organization Bylaws.
- B. The Finance Committee shall make recommendations for changes in dues no later than the summer executive board meeting. All members shall be notified prior to our September meeting, the first meeting of the fiscal year.
- C. Chapter dues shall be determined annually by chapter vote no later than our September meeting, the first meeting of the fiscal year.

- D. Annual chapter, state organization, and international dues and fees shall be collected by the chapter treasurer prior to October 31 and forwarded to the Eta State Treasurer by November 10.
- E. The Finance Committee shall develop an annual budget and present it to the membership for approval no later than the first business meeting of the fiscal year.
- F. The expenses of one or two guest speakers invited by a committee will be paid by the chapter. This includes mileage determined by Eta State and meals. A gift may be given not to exceed \$15.00 per guest. Expenses paid by Eta State are an exception.
- G. Expenses to state meetings, including mileage, meals and lodging, shall be paid by the chapter for the president or her representative. Expenses for one additional room at the annual state convention will be covered to encourage attendance.

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 Eta State Organization Bylaws, the Eta State Standing Rules, and the Alpha Iota Chapter Standing Rules.
- B. Alpha Iota Chapter will be represented on the Eta State Executive Board by the President or her designee.

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.
- C. The names of all suggested nominees for chapter offices shall be submitted to the chairman of the nominating committee by January 1 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. Officers shall perform their duties as specified in the *Constitution*, VI, the Eta State Organization Bylaws, and as authorized by the Chapter Standing Rules.
- H. In addition:
 - 1. The first vice president shall serve as chairman of the Program Committee.
 - 2. The second vice president shall coordinate our Jamaican Teacher Project.
 - 3. 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.
 - 4. 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.

VII. Meetings

- A. Alpha Iota Chapter shall meet at least five times per year during the months of September, November, December, March, and May.
- B. A quorum shall consist of members present and voting.
- C. The program for our December meeting will be our Annual Auction for our Grant-in-Aid fund.

VIII. Executive Board

- A. The members of Alpha Iota Chapter Executive Board shall be the elected officers, the immediate past president, the treasurer is ex officio "with vote", the parliamentarian is 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. The president and treasurer shall serve as ex officio members of the finance committee.
 6. Determine the date and place of chapter meetings.
 7. Elect by four-fifths (4/5) majority chapter honorary members.
 8. 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 Research, Membership, Nominating, Personal Growth and Services, Professional Affairs, Communications, World Fellowship, Program of Work, Scholarship, Finance, and Rules Committees.
- B. Committees are appointed by the president.
- C. Alpha Iota Chapter Executive Board may appoint special committees for short term tasks.
- D. Standing Committees shall fulfill responsibilities as outlined in the *Constitution* and as detailed in the *Handbook*.

X. Activities

- A. Alpha Iota Chapter publishes THE ROSE three times per year. The President must approve all publications.
- B. Our Jamaican Teacher Project has been endorsed by the Executive Board and approved by the chapter membership. Voluntary donations of supplies and money support the needs of Jamaican teachers attending summer classes at Western Carolina University.
- C. Funds collected from Brag and Pay at each meeting will be donated to the World Fellowship Fund.
- D. The December meeting annual auction will supply funds for Grant-in-Aid recipients.

XI. Dissolution

- A. Before a chapter is dissolved, the approval of the Eta State Organization 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 Eta State Organization treasurer for state or international projects.
- D. The Chapter's paraphernalia, the Society Publications, and Chapter records shall be retained in the Eta State Organization archives and made available for use.
- E. The chapter's charter must be returned to the Eta State Organization to be forwarded to the International Headquarters.
- F. The Eta State Organization 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. The Executive Board shall review the standing rules at least once during the biennium.
- B. Individual rules may be considered at any regular business meeting.
- C. A standing rule may be amended or rescinded by a majority vote with a quorum being present if a notice has been published.
- D. The amendment shall take effect immediately upon adoption.