

**GAMMA CHI CHAPTER RULES  
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## **GAMMA CHI CHAPTER RULES**

### **Article I Name**

The name of this chapter shall be Gamma Chi Chapter, The North Carolina State Organization of The Delta Kappa Gamma Society International (abbreviated NC DKG).

### **Article II Purposes and Mission**

The purposes of Gamma Chi Chapter shall be the seven purposes of The Delta Kappa Gamma Society International and those of NC DKG.

The purposes of the Society are:

1. To unite women educators of the world in a genuine spiritual fellowship.
2. To honor women who have given or who evidence a 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 or other suitable endeavors in the interests of education and of women educators.
5. To endow scholarships to aid outstanding women educators in pursuing graduate study and to grant fellowships to non-member women educators.
6. To stimulate the personal and professional growth of members and to encourage their participation in appropriate programs of action.
7. To inform the membership of current economic, social, political and educational issues so that they may participate effectively in a world society.

The mission of Gamma Chi Chapter shall be the mission of The Delta Kappa Gamma Society International and those of NC DKG. The mission of the society is: The Delta Kappa Gamma Society International promotes professional and personal growth of women educators and excellence in education.

### **Article III Membership**

Membership is by invitation and in accordance with the *Constitution*, Article III and the *International Standing Rules*, Section 3. The chapter has full authority for the administration of membership and records of membership are kept by the treasurer.

#### **A. New Member**

1. Invitations to membership may be issued after chapter vote at any time throughout the year.
2. The Membership Committee shall have available Prospect Cards at every meeting for any chapter member who wishes to nominate a candidate for membership. Prospect Cards are also available online at our website.
3. These Prospect Cards may be completed and returned to the Membership Committee at any meeting. The Membership Committee shall then present the nominee(s) for vote by members.
4. After the presentation any member has the opportunity to speak on behalf of the nominee(s).
5. At the end of the discussion each prospective new member is elected by majority vote of the members present.
6. An invitation for orientation is delivered by the chairman of the Membership Committee or her designee to each nominee.
7. At the orientation those present should include, if possible, but not be limited to, the nominee(s), the Membership chair, the president, the treasurer and a current member assigned to each nominee, probably the nominee's sponsor. Other current members may attend. At the end of the orientation, each nominee must either accept or decline membership. If the nominee accepts membership, she must complete a Chapter Member Application Form.
8. An individual becomes a member of the Society when she pays her dues. She may begin attending meetings immediately after payment of dues.
9. The chapter will encourage the new member(s) to participate in an induction ceremony and accompanying celebratory meal at the September meeting.
10. A member who joins the Gamma Chi Chapter becomes a member of The Delta Kappa Gamma Society International and NC DKG.
11. A member may submit a recommendation for membership to any chapter.

#### **B. Death of a Member**

Following the death of a member, the Membership Committee will conduct a memorial service for the deceased member at the next May meeting.

### C. **Classifications of Members**

#### 1. **Active**

An active member shares in financing chapter activities, participates in chapter programs and projects, contributes to committee work and may hold an office. An active member shall be a woman who is or has been employed as a professional educator.

#### 2. **Reserve**

Reserve membership is granted by majority vote of members present. Reserve status may be granted if a member is unable to fully participate in chapter activities because of physical disability and/or geographical location. A reserve member, so requesting, shall be restored to active membership.

#### 3. **Honorary**

Honorary membership is extended to women not eligible for active membership who have rendered notable service to education or women. They shall be privileged to participate in all activities except that of holding an office.

#### 4. **Collegiate**

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; and

(2) be enrolled within the last two years of their undergraduate 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.

c. A collegiate member may participate in the activities of the Society except holding office.

d. A collegiate member may serve as parliamentarian since the position of parliamentarian is not an elected office.

e. 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.

### D. **Transfer of Membership**

Only active and reserve members in good standing may be transferred from one chapter to another upon application to International Headquarters.

### E. **Reinstatement**

A former member may be restored to active membership upon her request and payment of current dues.

### F. **Termination of Membership**

1. A member shall pay her dues by June 30. She shall be terminated on October 1 for nonpayment of dues and fees. The chapter does not vote on this type of termination.

2. Resignations must be written, emailed or communicated to the Membership chairman if the other two methods are not possible and carry with it an explanation for withdrawal. The chapter membership does vote for acceptance of resignation.

3. In order to be a member in good standing, members should attend all meetings.

4. After being inducted as a member, she will remain a member unless she is terminated for nonpayment of dues or resigns.

5. The chapter shall record in the chapter minutes the names of members terminated, including the reason and date of termination.

## **Article IV Finance**

### A. **Payment of Dues and Fees**

1. The membership year is July 1-June 30. A member shall pay annual dues and fees no later than June 30 for the following fiscal year.

2. Chapter dues shall be determined annually by chapter vote at the last meeting and shall be collected by the treasurer before June 30. Dues should be submitted to the treasurer in a timely fashion, and the treasurer should not have to solicit the dues.

3. The budget shall be determined annually by chapter vote at the first meeting of the year.

4. For membership or reinstatement commencing between July 1 and December 31, the member shall pay an induction fee (new member only), dues, and scholarship fee for the current year. For membership commencing

on or after January 1, the member shall pay an induction fee (new member only), and one-half of the international, state and chapter membership dues.

5. Immediately thereafter, the state organization portions of the dues and fees shall be sent to the state organization treasurer and the international portion of the dues shall be sent to international headquarters.

**B. Current Dues and Fees**

1. The international annual dues are \$40.00 for each active member and \$20.00 for each reserve and collegiate member (Gamma Chi will pay the collegiate member's international annual dues).
2. The state annual dues are \$15.00 for each active member, \$2.00 for each reserve, and \$5.00 for each collegiate member (Gamma Chi will pay the collegiate member's state annual dues).
3. The chapter annual dues are \$30.00 for each active member and \$23.00 for each reserve member. These amounts are subject to change based on budgetary needs. A scholarship fee of \$1.00 per year and a headquarters fee of \$3.00 are included for active and reserve members. The chapter retains \$0.80 of the scholarship fee for the Gamma Chi Scholarship Fund.
4. Chapter assessments for active and collegiate members are determined for special projects and for one year only as approved by chapter vote.
5. The induction fee shall be \$10.00 for new members. The chapter retains \$7.50 of the induction fee.
6. There is no reinstatement fee.

**C. Scholarship, Grant-in-Aid and Professional Development Fund**

1. A special project is to be held in December for the scholarship, grant-in-aid and professional development fund. The treasurer will collect the funds through contributions, memorials, and honoraria. These may be accepted at any time. The fund will be referred to as the Scholarship Fund.
2. Disbursements from this fund are determined by chapter vote. The chapter may give scholarships, grants-in-aid and/or professional development grants as determined by funds available and by chapter vote.
3. A scholarship award is available for any Gamma Chi member who is pursuing a higher degree of education.
4. A professional development grant award is available for any Gamma Chi member or prospective member for professional development.
5. A grant-in-aid is available for outstanding high school seniors entering the teacher preparation programs, enrolled college students, or non-certified employees of Warren County Schools desiring or working toward a degree in education. Applicant ***must be*** a female and must be a resident of Warren County or a non-certified employee of Warren County Schools.

**D. Expenses**

1. Chapter dues are allocated for the operating expenses of the chapter.
2. Expenses by the president for attending the state convention and other required activities are paid by the chapter.
3. Expenses for attending meetings on district and state levels by chapter members will be paid at the discretion of the chapter if funds are available.

**E. Audit**

The Finance Committee shall provide for an annual audit.

## **Article V Organization**

**A. Rules**

Gamma Chi Chapter shall have chapter rules which are consistent with the *Constitution* and *NC DKG Bylaws* (Constitution, Article V Section B. 3.).

**B. Officers and Related Personnel**

1. The chapter officers, except the treasurer, shall be elected in even numbered years by a majority vote of members present.
2. The term of each officer shall be two years. No officer, except the treasurer, shall serve in the same office longer than two terms in succession.
3. All officers shall take office on July 1 following their election.
4. The chapter's president shall represent the chapter as a *voting* member of the NC DKG Executive Board.
5. Related personnel may serve longer than two terms in succession.

## Article VI Officers and Related Personnel

### A. Chapter Officers and Related Personnel

1. Elected officers are president, first vice-president, second vice-president, recording secretary, and corresponding secretary. There should be a single president, not co-presidents.
2. The treasurer is an officer appointed by the Executive Board.
3. The first vice-president and second vice-president may advance to the presidency. This is neither mandatory nor automatic but is recommended.
4. The related personnel are the parliamentarian, historian, editor, photographer, webmaster and World Fellowship representative.
5. The related personnel shall be appointed by the president.

### B. Duties

#### 1. President

- a. Shall act as presiding officer at regular and call meetings. She directs the activities of her organization.
- b. Shall act as chairman of the Executive Board.
- c. Shall appoint a parliamentarian, historian, editor, photographer, webmaster and World Fellowship representative.
- d. Shall appoint standing and special committees.
- e. Shall approve payment of expense claims.
- f. Shall approve publications.
- g. Shall fill by appointment all vacancies in offices.
- h. Shall represent the society at meetings, conferences and other events.
- i. Shall take action, with the advice and approval of the Executive Board, on matters which cannot be deferred until the next meeting.
- j. Shall prepare the *Chapter President Annual Report* (Form 54).
- k. Following her election, shall submit the Form For Reporting Chapter Officers to the NC DKG ~~Eta State NC~~ president, the NC DKG executive secretary and the International organization by May 15; shall submit the chapter committee chairmen to NC DKG by July 1 (forms are available online) and shall attend the June workshop for new presidents.

#### 2. Vice-President

##### a. First Vice-President

- (1) Shall serve as presiding officer in the absence of the president. In case of death or resignation of elected president, the first vice-president shall succeed to the presidency and serve until the next regular election of officers.
- (2) Shall serve as chairman of the Educational Excellence Committee.
- (3) Shall perform such other duties as assigned by the president or Executive Board.

##### b. Second Vice-President

- (1) Shall serve as presiding officer in the absence of the president and first vice-president.
- (2) Shall serve as chairman of the Chapter Rules Committee.
- (3) Shall perform such other duties as assigned by the president or Executive Board.

#### 3. Secretary

##### a. Recording Secretary

- (1) Shall keep minutes of each meeting of the chapter and Executive Board.
- (2) Shall furnish the president and editor with a copy of the minutes of each meeting within one week after the meeting. The editor will include the minutes of the previous meeting in the newsletter that is issued prior to the next meeting.
- (3) Shall keep an attendance roll supplied by the Hospitality chair.
- (4) Minutes must be signed by the secretary and approved at the next meeting.

##### b. Corresponding Secretary

- (1) Shall attend to correspondence as directed by the president.
- (2) Shall send cards to ill members.
- (3) Shall send a card or letter to a member in the event of a death in her family.
- (4) Shall report absent member(s) who have sent correspondence to her.

4. **Treasurer**
  - a. Shall receive and pay out moneys belonging to the organization.
  - b. Shall keep an accurate record of receipts and expenditures on file.
  - c. Shall present a report at each meeting.
  - d. Shall file required reports with the state treasurer.
  - e. Shall submit for annual audit the accounts of the chapter.
  - f. Shall prepare the *Annual Report of Chapter Treasurer* (Form 15), *Report of Dues & Fees* (Form 18) and *Report of Dropped Members* (Form 18A).
  - g. Shall order forms and materials from the International headquarters.
  - h. Shall order the president's pin at the chapter's expense and make it available to the Nominations chairman before the installation of officers.
  - i. Shall serve as member ex officio on the Executive Board with vote and on the Finance Committee without vote.
  - j. Shall maintain an accurate and current membership roster.
5. **Parliamentarian**
  - a. Shall act as adviser to the officers and members of the chapter in matters pertaining to the constitution and parliamentary procedures according to *Robert's Rules of Order*.
  - b. Shall serve as member ex officio on the Executive Board without a vote.
6. **Historian**
  - a. Shall maintain the history of the Gamma Chi Chapter.
  - b. Shall keep the Gamma Chi Scrapbook current.
  - c. Shall serve as a member ex officio on the Executive Board.
7. **Editor**
  - a. Shall produce and distribute the quarterly *Gamma Chi Newsletter* under the direction of the president.
  - b. Shall inform the state editor of chapter members' outstanding achievements.
  - c. Shall serve as member ex officio on the Executive Board and Communications and Marketing Committee.
8. **Photographer**
  - a. Shall take photos of pertinent events including meetings for publication in local newspapers and the website.
  - b. Shall serve as member ex officio on the Executive Board and Communications and Marketing Committee.
9. **Webmaster**
  - a. Shall maintain and regularly update the Gamma Chi Chapter website.
  - b. Shall be the official web watcher and report sites of interest to the membership.
  - c. Shall serve as member ex officio of the Executive Board and Communications and Marketing Committee.
10. **World Fellowship Representative**
  - a. Shall encourage members to contribute to the World Fellowship program at the December meeting.
  - b. Shall give news on World Fellowships at chapter meetings and/or in the newsletter.
  - c. Shall serve as a member ex officio on the Executive Board.

#### **Article VII Executive Board**

- A. **Members**
  1. Elected officers of the chapter.
  2. Immediate past president of the chapter.
  3. The treasurer, editor, photographer, webmaster and World Fellowship representative shall be members ex officio with vote and the parliamentarian shall be member ex officio without vote.
- B. **Duties**
  1. Shall select the treasurer for the biennium.
  2. Shall act in matters requiring immediate action and decisions.
  3. Shall recommend policies and procedures for consideration by members.
  4. Shall establish rules for budget development and approval for the supervision of chapter finances.
  5. Shall insure that chapter rules are up-to-date as stipulated by the constitution and bylaws.
  6. Shall hold meetings *at least* twice a year.
  7. The president may call a meeting of the board at any time.
  8. Shall decide on the disposition of Society jewelry that has been returned to the chapter.

9. A quorum shall be the majority of the voting members of the board.

## **Article VIII Committees**

### **A. Standing Committees**

#### **1. Society Mission and Purposes**

- a. Awards
- b. Beginning Teacher Support
- c. Educational Excellence
- d. Educational Law and Policy
- e. Membership
- f. Scholarship
- g. Music/Fine Arts

#### **2. Society Business**

- a. Communications and Marketing
- b. Finance
- c. Nominations
- d. Planning
- e. Chapter Rules

#### **3. Social Affairs and Remembrances**

- a. Hospitality
- b. Remembrance
- c. Gamma Chi Memorials

### **B. General Procedures**

1. Committees shall be appointed by the president.
2. Each active member is expected to serve on *at least* one committee.
3. The president shall serve as a member ex officio on all committees except the Nominations Committee.
4. Committee business requiring immediate attention may be voted upon by mail (postal or electronic) when all members of the committee have been notified.
5. A committee may meet through electronic communications as long as all the members may simultaneously hear one another and participate during the meeting.
6. The president shall authorize the mode, *i.e.*, face to face or electronic, of each committee meeting.
7. The committee chairman has the responsibility of submitting committee reports. Reports requested from state organizations and chapters shall be submitted in the format specified by Society Headquarters.
8. The treasurer shall serve as member ex officio without vote on the Finance Committee.
9. The editor, photographer and webmaster shall serve as members ex officio on the Communications and Marketing Committee.
10. Reports requested from NC DKG and Gamma Chi Chapter shall be submitted in the format specified by Society Headquarters.

### **C. Duties of Committees**

#### **1. Society Mission and Purposes Committees**

##### **a. Awards Committee**

- (1) Shall design and implement a selection process for awards.
- (2) Shall select a nominee for the Founders Award (if qualified), Golden Key Award and Rising Star Award.
- (3) May study and recommend the establishment of additional awards for deserving women, members or non-members.

##### **b. Beginning Teacher Support Committee**

- (1) Shall identify and implement strategies to sustain and retain quality teachers.
- (2) Shall support quality education for all children.
- (3) Shall seek alliances with entities external to the Society that share a common interest in the status of women and children and excellence in education.
- (4) Shall be responsible for the New Teacher Bag Project.

##### **c. Educational Excellence Committee (EEC)**

- (1) The chairman shall be the first vice-president. The membership shall be composed of the Music/Fine Arts chairman, the World Fellowship representative, the Beginning Teacher Support chairman, the Educational Law and Policy chairman and the Membership chairman.



- (2) Shall identify and promote activities which sustain and support early-career educators.
  - (3) Shall promote chapter activities that increase the personal and professional pride of members.
  - (4) Shall emphasize member development.
  - (5) Shall recognize the value of fine arts in education and during Society events.
  - (6) Shall encourage involvement of members in legislative action.
  - (7) Shall recommend worthy projects for the chapter to undertake.
  - (8) Shall emphasize global perspectives and educational excellence worldwide such as Schools for Africa.
  - (9) Shall support educational activities within the chapter areas with special projects and contributions to existing educational projects.
  - (10) Shall assist the Planning Committee in the selection of programs compatible with the seven purposes of the Society.
- d. **Educational Law and Policy Committee**
- (1) Shall study and recommend action on professional issues.
  - (2) Shall urge members to initiate, endorse and support desirable legislation or other suitable endeavors in the interest of education and women educators.
  - (3) Shall educate members in strategies to impact educational policy.
  - (4) Shall promote activities that garner support for education at the local and state levels.
  - (5) Shall follow the Society guidelines when initiating, endorsing and supporting legislation:
    - The state organization and the chapters may cooperate with other organizations when their legislative activities promote the Purposes of the Society.
    - An individual may only represent the state organization on legislative issues after receiving authorization from the NC DKG president.
    - Legislative action shall be based on a thorough understanding of the basic issues involved in supporting excellence in education, equality for women, and a safe, peaceful educational environment.
    - Legislative activity shall be concerned with educational issues, not with candidates nor political parties.
    - Neither the state organization nor a chapter shall endorse a political candidate.
    - Neither the state organization nor a chapter shall financially support a political candidate's campaign.
    - Expenditures for legislative activities by the state organization or chapter shall be no more than a nominal portion of its income.
- e. **Membership Committee**
- (1) Shall be responsible for distributing Prospect Cards for prospective members at each meeting.
  - (2) Shall be responsible for presenting the names of the eligible nominees for the chapter's consideration at the May meeting.
  - (3) Shall be responsible for presenting invitations to orientation to prospective new members.
  - (4) Shall be responsible, along with the president, treasurer and sponsors for holding an orientation class for prospective new members after their election with prospective new members giving their acceptance or rejection at the end of the orientation.
  - (5) Shall be responsible for conducting the induction of new members at the September meeting.
  - (6) Shall be responsible for conducting the memorial service for a deceased member(s) at the May meeting, if needed.
  - (7) With assistance from the members, shall begin writing biographical sketches suitable for use as tributes for each member.
  - (8) Shall maintain a chapter record of induction dates of new members, date of transfer for new transfer members, date of accepted resignation of members, date when members are dropped for nonpayment of dues, reinstatement date of a member and date of death of a member.
  - (9) Shall be responsible for the *Chapter Necrology Annual Report* (Form 2).
- f. **Scholarship Committee**
- (1) Shall encourage members interested in pursuing a higher degree of education to apply for the Gamma Chi Chapter, NC DKG, and The Delta Kappa Gamma Society International scholarships. Also, shall encourage members to apply for professional development grants.

- (2) Shall encourage outstanding high school seniors entering the teacher preparation programs, enrolled college students, or non-certified employees of Warren County Schools desiring or working toward a degree in education. Applicant ***must be*** a female and must be a resident of Warren County or a non-certified employee of Warren County Schools.
  - (3) Shall assist applicants with proper forms.
  - (4) Shall publicize the need to give to the Scholarship Fund at the December meeting.
  - (5) Shall present nominee(s) for scholarships and/or grants-in-aid to the membership for vote at the March meeting
  - (6) Shall present the award(s) to the recipient(s) at the May meeting.
  - (7) Shall keep in touch with all recipients and report to the chapter.
- g. **Music/Fine Arts Committee**
- (1) Shall provide music for meetings.
  - (2) Shall introduce new songs to the members.
  - (3) Shall invite musicians to perform at meetings.
  - (4) Shall encourage members to display their creative arts in the DKG Fine Arts Gallery
2. **Society Business Committees**
- a. **Communications and Marketing Committee**
- (1) Shall assist the president in preparing and publishing a yearbook and picture directory for the biennium.
  - (2) Shall update the yearbook and picture directory yearly having it ready for distribution in early October after the membership is determined for the year.
  - (3) Shall assist the editor in the publication of the *Gamma Chi Newsletter*.
  - (4) Shall monitor the Gamma Chi Chapter website for accuracy and regularity of updates.
  - (5) Shall distribute and update the Gamma Chi Chapter brochure at the beginning of each biennium.
  - (6) Shall publicize Gamma Chi Chapter events and members' accomplishments by submitting articles to the local newspapers (*The Warren Record, The Daily Dispatch and Lake Gaston Gazette-Observer*) and the *NC DKG News*.
  - (7) Shall present clippings to historian for scrapbook.
  - (8) Shall be a conduit for information exchange between and among members of the Gamma Chi Chapter.
  - (9) Shall maintain an accurate list of emails of the members
  - (10) Shall send out an Evite immediately after the newsletter is distributed to obtain a tally for the meal.
  - (11) Shall supply the Hospitality Chair with an attendance sheet for the meeting.
- b. **Finance Committee**
- (1) Shall determine the amount of chapter dues.
  - (2) Shall prepare a budget for the year.
  - (3) Shall complete all forms sent to the committee.
  - (4) Shall help with the completion of the Annual Report.
  - (5) Shall provide for an annual audit.
- c. **Nominations Committee**
- (1) Shall be responsible for preparing a slate of officers in even numbered years to be presented orally at the March meeting and voted on by the membership.
  - (2) Shall assist in the installation ceremony for chapter officers held at the May meeting of the second year of the biennium.
- d. **Planning Committee**
- (1) The chairman shall be the immediate past president.
  - (2) Members shall consist of the chairmen of all the standing committees, the officers and related personnel.
  - (3) Shall meet in mid-summer of even years to plan for the upcoming biennium and at other times as needed.
  - (4) Shall focus on areas necessary to sustain, support, change and promote the growth of the chapter.
  - (5) Shall review and update the *Gamma Chi Chapter Strategic Plan*.
  - (6) Shall make proposals for future action by the chapter.
  - (7) Shall select topics and help plan programs for the chapter meetings for the biennium.
  - (8) Shall invite the NC DKG president and regional director to visit during the biennium.

- e. **Chapter Rules Committee**
  - (1) The second vice-president shall serve as chairman. The parliamentarian shall serve as member ex officio without vote.
  - (2) Shall review the Gamma Chi Chapter Rules and make suggestions for proposed revisions and/or amendments for change, if needed.
  - (3) Shall format in print the proposed amendments for publication and distribution, so that members would receive notice along with the newsletter prior to the meeting.
  - (4) Shall present the proposed revisions/amendments to the Executive Board for information and recommendations and to the membership for adoption.
- 3. **Social Affairs and Remembrances Committees**
  - a. **Hospitality Committee**
    - (1) The membership shall be divided into four groups: Littleton, Norlina, Warrenton and St. Paul's.
    - (2) Each group chair and group members shall plan and arrange a place for their meeting.
    - (3) Each group chair shall engage a caterer and plan the menu for their meeting.
    - (4) Each group chair shall inform the editor of the time, place, cut-off date (tallies are due the day after the cut-off) and cost of the meal so she can include the information in the chapter newsletter. The cut-off date establishes a date beyond which the member is held responsible for payment of the meal.
    - (5) Each group chair shall contact the Communications and Marketing Committee chair and inform her when the tallies are due. The cut-off date will be the day before tallies are due.
    - (6) Each group shall arrange, decorate, and set tables attractively.
    - (7) Each group shall help with clean-up duties after the meeting.
    - (8) Each group shall assist with any other social affairs as directed by the Executive Board or president.
    - (9) The Hospitality chair shall be responsible for collecting for the meal from the attending members. She will provide the recording secretary with the attendance for the meeting. She will provide the treasurer with a list of those members who committed to attending but did not come so the treasurer can obtain reimbursement on the amount that the chapter paid for their meals.
  - b. **Remembrance Committee**
    - (1) Shall update the Remembrance Guidelines as needed.
    - (2) Shall send birthday cards to the members.
    - (3) Shall send cards to the reserve members at Christmas and Easter.
  - c. **Gamma Chi Memorials Committee**  
Shall be responsible for determining the most appropriate book(s) to be placed in the Warren County Memorial Library as a memorial to deceased members of the Gamma Chi Chapter.
- 4. **Special Committees**  
The president may appoint special committees. Such committees shall be dissolved after completing their task.

#### **Article IX Meetings**

- A. **Regular Meetings**
  - 1. There are four chapter meetings each year. Generally, they are scheduled for September, December, March and May on the first Thursday.
  - 2. When significant conflicts arise, dates may be adjusted at the discretion of the Executive Board.
  - 3. The editor will notify members of regular meetings by newsletter approximately two weeks before the meeting date.
  - 4. 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.
  - 5. All members being notified, matters requiring immediate chapter action may be voted upon by mail (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. No proxy voting allowed.
  - 6. Ratification of all voting by mail (postal or electronic) must be made at the next face-to-face meeting of the chapter.
- B. **Place**
  - 1. Meeting place will be selected by the Hospitality Committee and approved by the Executive Board.
  - 2. Meetings will be hosted on a rotating basis among the groups from Norlina, Littleton, Warrenton and St. Paul's.

C. **Attendance**

1. Active members are expected to be present at all meetings. Reserve members are always welcome.
2. The absent member may write to the corresponding secretary prior to the meeting date explaining the necessity for the absence.

D. **Quorum**

A quorum shall consist of 40% of the active membership.

**Article X Amendments**

- A. The Gamma Chi Rules Committee is authorized to make any changes necessary to bring the *Gamma Chi Chapter Rules* into compliance with amendments to the *NC DKG Bylaws and Standing Rules* and the *International Constitution and Standing Rules*. The Gamma Chi Rules Committee will notify the membership of amendments in the chapter newsletter and on the chapter website.
- B. The Executive Board shall review the chapter rules at least once during the biennium.
- C. Individual rules may be considered at any regular business meeting.
- D. A chapter rule may be amended or rescinded by a majority vote with a quorum being present if a notice has been published.
- E. The amendment shall take effect immediately upon adoption unless otherwise noted.

**Article XI Parliamentary Authority**

*Robert's Rules of Order Newly Revised* (current edition) is designated for the governance of the chapter in all instances in which the authority is not inconsistent with the *Constitution* or other adopted Society rules.

**Article XII Dissolution**

- A. Before a chapter is dissolved, the approval of NC DKG must be obtained.
- B. Careful consideration shall be given to the manner in which those desiring to maintain membership transfer to other chapters.
- C. Any remaining funds in the chapter account shall be sent to the NC DKG treasurer for state or International projects.
- D. The chapter's paraphernalia, the Society publications, and the chapter records shall be retained in the NC DKG archives and made available for use.
- E. The charter must be returned to NC DKG to be forwarded to the International Headquarters.
- F. The NC DKG Executive Board shall decide whether the Greek name shall be reused or not.

**Article XIII Appendix**

**Remembrance Guidelines**

A. **Death of a Member**

1. A red rose will be sent by the treasurer to the house.
2. A card will be sent by the corresponding secretary to the family.
3. Twenty-five dollars (\$25.00) will be transferred from checking to the Scholarship Fund.
4. The Hospitality Committee from the appropriate group will respond as the situation warrants.
5. Individual members may contribute to the Scholarship Fund at any time.
6. There will be an announcement in the newsletter.
7. Notify the family about the NC DKG Convention Ceremony of Remembrance service.
8. Notify the family about the Gamma Chi Memorial Service.
9. The Gamma Chi Memorials Committee will place a book(s) in the Warren County Memorial Library as a memorial to deceased members of the Gamma Chi Chapter.

B. **Death of Immediate Family Member** (Spouse, Child, Parent, Sister, Brother)

1. A card from the corresponding secretary will be sent from the chapter to the family.
2. The Hospitality Committee from the appropriate group will respond as situation warrants.
3. Individual members may contribute to the Scholarship Fund at any time.
4. There will be an announcement in the newsletter.

C. **Retirement**

1. Retiree will be presented a red rose by the president for the chapter.
2. An announcement will be in the newsletter.

D. **Special Occasions/Honors** (Graduate/Advanced Degrees Completed, Weddings, Babies)

1. Recognition will be given by the president at the meeting.
2. An announcement will be in the newsletter.

E. **Contributions to the Scholarship Fund** – Individual members may give an honorarium or memorial at any time for anyone.

Amended December 4, 1986

Amended October 3, 1991

Amended March 2, 1995

Revised March 5, 1998

Amended March 4, 2004

Revised May 6, 2004

Amended October 7, 2010

Amended May 6, 2010

Amended October 6, 2011

Revised December 1, 2011

Amended October 4, 2012

Amended December 6, 2012

Revised May 5, 2016

Amended October 6, 2016

Revised May 8, 2018

Revised December 6, 2018

Amended September 17, 2019

Amended February 28, 2020

Amended September 2, 2021