

**THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL
SOUTHEAST REGION
NC DKG, REGION VI
PSI CHAPTER**

Psi Chapter Rules

Revised January 2017
Amended February 2021

Psi Chapter shall be governed by the international *Constitution, International Standing Rules, NC DKG Bylaws, and NC DKG Standing Rules*. No chapter rules or practices shall be in conflict with international or state governing documents. The statements which follow are for the purpose of ensuring consistency and clarity in activities of Psi Chapter.

Article I. NAME:

- A. The name of this state organization shall be The North Carolina State Organization of the Delta Kappa Gamma Society International (formerly known as Eta State), abbreviated as NC DKG.
- B. The name of this chapter shall be Psi.

Article II. MISSION and PURPOSES

- A. Psi's mission shall be the same as that of the Society- to promote professional and personal growth of women educators and excellence in education.
- B. Psi's purposes shall be the same as those of the Society:
 - 1. to unite women educators of the world in a genuine spiritual fellowship;
 - 2. to honor women who have given or who evidence potential for distinctive service in any field of education;
 - 3. to advance the professional interest and position of women in education;
 - 4. to initiate, endorse, and support desirable legislation or other suitable endeavors in the interest of education and of women educators;
 - 5. to endow scholarships to aid outstanding women educators 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; and
 - 7. to inform the members of current economic, social, political, and educational issues so that they may participate effectively in a world society.

Article III. MEMBERSHIP

- A. **Membership practices** shall be in accordance with the *Constitution, International Standing Rules, and NC DKG Standing Rules*
 - 1. Membership shall be by invitation.
 - 2. A member inducted into the Society becomes a member of a chapter, a state organization, and the international Society.
 - 3. Membership records are kept at the chapter level.
 - 4. An up-to-date membership roster is kept by the treasurer.
 - 5. An individual becomes a member of the Society when she pays her dues.
 - 6. The membership year is July 1– June 30.

B. Classifications of membership

The classifications of membership are **active, reserve, collegiate, and honorary.**

1. An **active member** shall be a woman who is or has been employed as a professional educator at the time of her election. An active member shall participate in all activities of the Society.
1. A **reserve member** shall be a formerly active member who is unable to participate in the activities of the chapter because of physical disability and or geographic location. Reserve status shall be granted by majority vote of the votes cast. A reserve member, so requesting, shall be restored to active membership.
2. A **collegiate member** shall be an undergraduate or graduate student who is enrolled at an institution offering an education degree and who has the intent to continue academically and professionally in the field of education.
 - a. **Undergraduate student collegiate members** shall be enrolled in the last two years of their undergraduate education degree.
 - b. **Graduate student collegiate members** shall have graduate standing in the institution.
 - c. International dues for collegiate members are \$20, State dues are \$5 and Psi chapter dues will be \$5.
 - d. 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.
 - e. A collegiate member may participate in all activities, except that of holding office. A collegiate member may serve as parliamentarian since the position is not an officer position.
3. An **honorary member** shall be a woman not eligible for active membership who has rendered notable service to education or to women and is elected to honorary membership in recognition of such service. Honorary members may participate in all activities except that of holding office. Honorary members may serve as parliamentarian since that is not an officer position. A lifetime fee of \$49.50 shall be paid by the inducting unit of the Society for each honorary member at the time of induction.

C. Transfer

A member in good standing may transfer from one chapter to another upon notification to Society headquarters. No vote is necessary.

D. Termination of membership

1. Membership in the Society is terminated for non-payment of dues, fees, resignation, or death.
2. The chapter treasurer shall report to the state treasurer the record of all memberships terminated, including the reasons and dates of the termination.
3. The chapter shall keep on file all letters of resignations, transfers, deaths, and reinstatements.
4. Chapter minutes must include the names of members terminated, including the reason and date of termination.

E. Reinstatement

A former member shall be reinstated to membership by the chapter receiving the request. No vote is necessary. The chapter treasurer shall report to the state treasurer when a member has been reinstated.

F. Election of new members

1. New members may be elected during each year of the biennium.
2. The election process of new members shall be coordinated by the Membership Committee in conjunction with the chapter president and the Executive Board.
3. Members desiring to recommend individuals for membership may secure the Chapter Member Information Form from the membership chair or print this form from the chapter website.
4. Completed forms shall be returned to the membership chair by the announced deadline.
5. The Membership Committee shall present to the members a summary of information about each of the persons recommended for membership. Election of new members shall follow at the same meeting.

G. Orientation & Induction

1. An informational meeting about Delta Kappa Gamma responsibilities and opportunities will be offered for those to whom membership is being extended.
2. Members-elect will respond to the membership chair either verbally or in writing indicating their acceptance to membership.
3. There shall be an orientation session for all new members before a scheduled induction. The chair of the Membership Committee, or her designee, shall conduct this orientation session and have all pertinent materials available for distribution to the new members. If any new member should decide to withdraw her acceptance of membership following orientation, she shall notify the membership chair.
4. All Psi members may be invited to attend the orientation meeting.
5. The chapter will decide if and when to have an induction ceremony.
6. The Membership Committee will be responsible for the induction ceremony.

Article IV. FINANCES

A. Dues and Fees

1. In addition to the established international and state dues and fees, members shall pay chapter dues and any approved chapter assessments. The amount of chapter dues and additional assessments shall be recommended by the Finance Committee, approved by the Executive Board, and submitted to the members.
2. Dues at the different levels of membership classification are:
 - a. International: Active \$40, Reserve and Collegiate \$20
 - b. State: Active \$15, Reserve \$2, and Collegiate \$5
 - c. Local: Active \$20, Collegiate \$5
 - d. International Fees
 - 1) New member Induction Fee: \$10
Allocation: chapter \$7.50, state organization \$2.50
 - 2) Scholarship Fee: \$1.00 allocation - **IF** the chapter has a local scholarship fund, it may retain 80% of the \$1.00 scholarship

mandate. If the chapter does NOT have a local scholarship 100% of the allocation goes to the state organization.

3) Honorary Membership fee: A one-time fee of \$49.50 is paid by the inducting unit to international at the time of induction.

3. Approved Chapter Assessments (i.e., Grant-in-Aid) – Active Psi members shall pay an annual \$25 Grant-in-Aid fee.
4. The membership year is July 1- June 30. Beginning in April the chapter treasurer may begin collecting dues. Annual chapter, state, and international dues and fees shall be collected by the chapter treasurer no later than June 30 for the following fiscal year. On October 1, members shall be dropped for non-payment of dues and fees.
5. For new memberships or reinstatements between July 1 and December 31, the member shall pay an induction fee (new members only), dues, and scholarship fee for the current year.
6. Beginning on or after January 1, a new member shall pay one-half the international, state, and local membership dues, plus the full scholarship fee.
7. The chapter treasurer shall send international dues electronically to Society Headquarters. The chapter treasurer will send state organization dues and fees to the state treasurer.

B. Financial Assessments (*Constitution* Article IV Section D.)

1. Chapter members (after prior notice), in a business meeting with a quorum present, may by a two-thirds (2/3) vote of the votes cast, approve an amount in addition to dues and fees for the support of a chapter or state organization project. (No other level of the Society can assess members.)
2. Reserve and Collegiate members shall be exempt from paying chapter financial assessments.
3. Active Psi members shall pay an annual \$25 Grant-in-Aid fee.

C. Budget

1. The Finance Committee shall prepare an annual budget for approval by the Executive Board.
2. Copies of the budget shall be distributed to the membership for their information.
3. The budget may include designated contributions to special projects (chapter and state).
4. Eighty percent (80%) of the internationally mandated per-member scholarship fee shall remain with the chapter and be added to the Katherine H. Fuehrer Scholarship to be awarded to chapter members pursuing a graduate degree in the field of education.

D. Financial Review

1. The Finance Committee shall ensure that a financial review occurs.
2. The financial review shall be conducted each year after the last business meeting of the fiscal year by the committee or by the president's designee.

E. Grant in-Aid/Scholarship

1. A \$1000.00 grant-in-aid shall be awarded yearly, contingent upon available funds, to a woman pursuing an undergraduate degree in education (see Appendix A). (The term grant-in-aid represents the category of awards given by the state)

organization and chapters that are supported by funds other than the scholarship fee.)

2. Subject to funds being available, a \$1000.00 Katherine H. Fuehrer Scholarship will be made available to a chapter member pursuing a graduate degree (see Appendix B).
3. The Scholarship/Grant-in-Aid Committee will announce the names of the recipient(s) to the general membership no later than the end of the fiscal year.

F. General Rules Concerning Finances

1. The chapter president shall approve all expenses prior to payment.
2. The chapter will pay the expenses of the chapter president to attend the NC DKG convention.
3. The chapter will pay the expenses of the president and two other members to attend NC DKG chapter leader training sessions.
4. Expenses for other leadership opportunities may be paid as funds allow.

Article V. ORGANIZATION

- A. The Chapter Rules Committee shall review the chapter *Rules* each biennium to determine if changes are needed to ensure they are consistent with the *Constitution, International Standing Rules*, and the *NC DKG Bylaws and Standing Rules*. When necessary, the chapter's *Rules* shall be amended automatically by the chapter Rules Committee with the approval of the Executive Board. Notice of automatic updates will be shared with members and made available on the chapter website.
- B. The chapter officers, except the treasurer, shall be elected in even-numbered years by a majority vote.
 1. Chapter officers shall be installed at the last meeting of even-numbered years.
 2. The term of each elected officer shall be two years or until a successor is named. No officer, except the treasurer, shall serve in the same office longer than two terms in succession. The treasurer may serve indefinite consecutive terms.
 3. Co-presidents are not advised. Only one name may be submitted to the state organization or Society Headquarters.
 4. All chapter officers shall take office on July 1 following their election.
 5. The chapter treasurer shall be selected by the Executive Board each biennium.
 6. Although not an officer, a parliamentarian is appointed by the president.
- C. The chapter president shall represent the chapter as a voting member of the state Executive Board.
- D. Expansion or establishment of a new chapter shall be considered when the membership reaches a total of sixty (60), or earlier, if appropriate.

Article VI. OFFICERS and DUTIES

A. Officers

Chapter officers, all of whom must be members of the society, shall be a president, a first vice-president, a second vice-president, a recording secretary, and a corresponding secretary (all elected) and a treasurer (selected by the Executive Board). A parliamentarian is appointed by the chapter president.

B. Duties

Duties of officers are those stated in the *Constitution* Article VI, Section C. Duties, the *NC DKG Bylaws*, the current edition of *Robert's Rules of Order Newly Revised* and any additional duties specific to the chapter.

1. President

The president shall

- a. act as presiding officer at all regular and called meetings and direct the activities of the organization;
- b. act as chair of the chapter Executive Board;
- c. appoint a parliamentarian for the biennium;
- d. appoint standing and special committees and their chair;
- e. serve as a member *ex officio*, with vote, on all committees except the Nominations Committee;
- f. approve for payment all expense claims;
- g. approve publications;
- h. fill any vacancies when they occur;
- i. act with the advice and approval of the chapter Executive Board on matters that cannot be deferred until the next meeting;
- j. represent the chapter at meetings, conferences, and other events;
- k. serve as a member of the state organization Executive Board. As a voting member at state level Executive Board meetings, should she be unable to attend, she shall notify the state president, well in advance, and submit the name of her official designee to serve in her absence.
- l. send the names, addresses, telephone numbers, and email addresses of all committee chairs for her biennium to the state executive secretary by the designated deadline;
- m. be responsible for the chapter handbook;
- n. in conjunction with the immediate past president, the former committee chairs, and new officers, shall conduct a roles and materials exchange for the newly appointed committee chairs. This exchange workshop should be conducted as early as feasible before July 1 in even-numbered years;
- o. see that a Form 6 and a written tribute for any deceased member be promptly submitted by the chapter membership chair to the state membership chair, or her designee, to ensure that an appropriate remembrance of the deceased member is held at the state convention;
- p. assist the Nominating Committee with the installation of new chapter officers at the end of her biennium; and
- q. initiate the purchase of a chapter president's pin for the new president.

2. First Vice-President

The first vice-president shall

- a. act in place of the president when the need arises;
- b. succeed to the presidency in the event of the resignation or death of the president and serve until the next regular election of officers;
- c. serve as chair of the Education Excellence Committee (EEC);
- d. insure programs are planned for the biennium; and

- e. perform such other duties as the president or the Executive Board assign to her.
3. **Second Vice-President**
The second vice-president shall
- a. serve as presiding officer in the absence of both the president and the first vice-president;
 - b. succeed to the office of first vice-president in the event of the resignation or death of either the president or the first vice-president;
 - c. serve as the chapter's historian;
 - d. be responsible for the chapter's photographs and scrapbook; and
 - e. perform such other duties as the president or the Executive Board shall assign to her.
4. **Recording Secretary**
The recording secretary shall
- a. prepare the minutes of business meetings of the membership, and meetings of the Executive Board;
 - b. provide the president a copy of the minutes for proofing prior to providing them for distribution to the membership;
 - c. submit a copy of the minutes to the corresponding secretary for distribution to the members. This may be done by email and/or through the chapter newsletter;
 - d. be responsible for submitting articles related to the chapter to the local newspaper;
 - e. when instructed by the president, submit information for inclusion in *NC DKG News*;
 - f. keep the official chapter attendance record; and
 - g. contact any member whose absences become a concern.
5. **Corresponding Secretary**
The corresponding secretary shall
- a. be responsible for a newsletter at least two (2) times a year, or four (4) times a year if state recognition is to be achieved;
 - b. contact members by email or phone at least 2 weeks prior to each meeting;
 - c. send cards and notes of thanks, condolences, and congratulations;
 - d. acknowledge all memorials and honorariums; and
 - e. serve as chair of the Communications Committee
6. **Treasurer**
The treasurer shall
- a. be selected by the Executive Board;
 - b. maintain a current, up-to date membership roster;
 - c. report to the state organization treasurer all membership reinstatements and terminations, including the reasons and dates of terminations;
 - d. be responsible for the chapter's financial deposits and disbursements;
 - e. keep an accurate account of all receipts and expenditures;
 - f. maintain a record of receipts, bills, and bank statements;
 - g. file all required tax reports;

- h. present a report at each business meeting. This report may be shared with members via newsletter or email;
- i. collect dues and fees from active, reserve, and collegiate members by June 30 of each year;
- j. submit required reports to the state organization treasurer by the indicated deadline;
- k. pay by check the bills approved by the chapter president;
- l. when notified, contribute \$10.00 from the general fund to the Grant-in-Aid fund and send a red rose to a chapter member acknowledging a death in her immediate family. Immediate family shall be interpreted as a spouse, a child, a parent, or a sibling;
- m. contribute \$20.00 from the general fund to the Grant-in-Aid fund in the event of the death of a member;
- n. order the president's pin at the chapter's expense for presentation to the new chapter president at the Installation Ceremony;
- o. prepare records for financial review at the close of each fiscal year;
- p. serve as an *ex officio* member on the Finance Committee. As an *ex officio* member, she has all the rights and privileges of any other member, including voting, and should attend Finance Committee meetings; and
- q. follow appropriate procedures to ensure the safety and proper handling of chapter funds as established by the chapter Finance Committee.

C. Nominations and Elections

- 1. Nominations for chapter officers shall be made by the Nominations Committee.
- 2. In even-numbered years the Nominations Committee shall submit the nominees for office to the chapter president.
- 3. The committee chair shall submit to the general membership the name of at least one nominee for each elective office. Consent of the nominee must be obtained.
- 4. Additional nominations may be made from the floor with consent of the nominees.
- 5. The Nominations Committee shall conduct the election.
- 6. Officers shall be elected prior to the end of the school year in even-numbered years and installed at the last meeting of the year.
- 7. Election shall be by majority vote of the votes cast.
- 8. Following an election, the Executive Board shall select a treasurer for the coming biennium. The president shall appoint the parliamentarian. Both treasurer and parliamentarian may be installed at the same time as the chapter officers.

D. Vacancies

In the event a member holding an elected or appointed chapter position is unable to perform her duties, the position shall be declared vacant by the Executive Board and a successor named by the president and/or the Executive Board.

Article VII. EXECUTIVE BOARD

- A. Members of the chapter Executive Board shall be the elected officers of the chapter, the treasurer, and the immediate past president. The parliamentarian shall serve as an *ex officio* member without a vote. A quorum shall be a majority (more than half) of the voting members of the board.
- B. The Executive Board is encouraged to meet at least twice a year.
- C. The Executive Board shall
 - 1. select the treasurer for the biennium;
 - 2. act on matters requiring immediate action and/or decision;
 - 3. recommend policies and procedures, including the creation of special funds, for consideration by members;
 - 4. establish rules for budget development and approval and for the supervision of chapter finances;
 - 5. ensure that an election of chapter officers is held by the fourth (4th) meeting in even-numbered years;
 - 6. conduct a transition (roles and materials exchange) workshop for new leaders acquainting them with their duties after the installation of officers and before July 1 in even-numbered years.
- D. The Executive Board may meet through electronic communication as long as all members may simultaneously hear one another and participate during the meeting.

Article VIII. COMMITTEES

A. General Procedures for Committees

- 1. All committees and individuals shall be appointed by the chapter president and approved by the Executive Board.
- 2. Responsibilities specified in the international *Constitution* shall be assigned to committees or to individuals.
- 3. Additional committees or individuals may be appointed to carry out duties and projects specific to the chapter.
- 4. The president shall serve as an *ex officio* member on all committees except the Nominations Committee. Should the president be unable to attend a committee meeting, the chair shall inform her of the committee's actions.
- 5. A committee meeting may be face-to-face or through electronic communication. Electronic meetings are defined as those in which each member can simultaneously hear and participate in the meeting.
- 6. Committee business requiring immediate attention may be voted on by mail (postal or email) when all members of the committee have been notified.
- 7. Standing committees shall meet at least once each year to evaluate the year's activities.
 - a. In the first year of the biennium, specific plans for the remainder of the biennium are made.
 - b. In the second year of the biennium, suggestions for the following biennium's committee are formulated.
- 8. Committees for which chapters have work responsibilities are marked with an asterisk in the *Constitution*, (Article VIII, Sections B and C) and include:

Communication and Publicity, Educational Excellence, Finance, Membership, Scholarship, and World Fellowship.

9. The chair of each committee, or member assigned responsibility for the task, shall make all reports in the format specifically requested by the state organization or Society Headquarters.
10. Additional chapter committees include Nomination Committee and Rules Committee.

B. STANDING COMMITTEES (listed alphabetically)

1. Communications Committee

- a. Members of the Communications Committee shall include the corresponding secretary as chair, the chapter webmaster, and other members as needed.
- b. This committee shall be responsible for encouraging information exchange among members at all levels of the Society.
- c. They shall publicize special projects and events to promote the Society.
- d. The newsletter may be distributed to members via mail (postal or electronic).
- e. The webmaster shall be responsible for maintaining the chapter website.

2. Educational Excellence Committee

This committee includes the EEC chair (first vice-president) and representatives from each of the following areas;

- a. **Beginning Teacher Support** – This area supports beginning teachers by;
 - 1) identifying and implementing strategies to sustain and retain quality teachers;
 - 2) supporting quality education for all children, and
 - 3) seeking alliances with entities external to the Society that share a common interest in the status of women and children and excellence in education.
- b. **Educational Law and Policy** - This area is to
 - 1) study and recommend action on professional issues;
 - 2) urge the state organization and chapters to initiate, endorse, and support desirable legislation or other suitable endeavors in the interest of education and women educators;
 - 3) educate members on strategies to impact educational policy; and
 - 4) promote activities that garner support for education at the local and state level.
- c. **Leadership Development** – This area is to
 - 1) promote the leadership development of members;
 - 2) prioritize, plan, schedule, promote, and implement activities to provide leadership development opportunities for members; and
 - 3) encourage members to realize their potential as leaders.
- d. **Music and Fine Arts** – This area is to promote the value of fine arts in education and provide music for chapter events.

3. Finance Committee

- a. This committee shall consist of the chapter treasurer, the scholarship / grant-in-aid chair and at least two (2) other members-at-large, one of whom shall serve as chair. The chapter treasurer may not serve as chair.
 - b. This committee shall prepare a budget to present to the Executive Board at a meeting prior to the first general meeting of the chapter year. Following approval and possible revisions by the board, the budget shall be presented to the membership and adopted with any accepted changes.
 - c. This committee shall supervise any scholarship and/or grant-in-aid investments.
 - d. They shall ensure that a financial review is conducted. The financial review shall be conducted each year after the last business meeting of the year by the committee or by the president's designee.
4. **Membership Committee**
- a. In addition to the duties listed under Election of New Members, the Membership Committee shall keep an accurate file of all membership concerns including
 - 1) Up to-date individual records
 - 2) Names of initiates and dates of each induction
 - 3) Names/dates/reasons of those who refuse membership
 - 4) Transfers
 - 5) Deaths
 - 6) Resignation
 - 7) Reinstatements
 - b. The committee should also examine the membership each biennium to determine whether a balance in membership is being achieved (i.e., that there are elementary, middle, secondary, and post-secondary teachers, administrators, counselors, and collegiate educators from all parts of the county being considered for nomination as new members).
 - c. On the death of a member the chair of the Membership Committee shall complete a Form 6 and a written tribute to submit to the state membership chair for inclusion in the "Book of Remembrance" during the annual Ceremony of Remembrance at the state convention.
 - d. The committee shall also plan for the chapter to hold an appropriate Ceremony of Remembrance.
5. **Nominations Committee**
- a. This committee shall present a slate of chapter officers in even-numbered years, one person for each elective office, to be voted on at the last business meeting of the year.
 - b. The newly elected officers shall be installed at a special meeting before the end of the biennium.
 - c. The Nominations Committee, with the help of the outgoing president, shall be responsible for the Installation Ceremony.
6. **Rules Committee**
- a. Members of the Rules Committee shall be the parliamentarian as chair, the immediate past president, the immediate past recording secretary, the treasurer, and at least one member-at-large.

- b. The committee shall ensure that the chapter has current copies of the Society's *Constitution* and *International Standing Rule, NC DKG Bylaws and Standing Rules*, and *Robert's Rules of Order Newly Revised (current edition)*.
 - c. The committee shall review chapter rules each biennium to ensure that all official changes to international and state documents are reflected in the chapter's *Rules*.
 - d. The committee shall receive all proposed amendments to the chapter's *Rules* from individuals or committees and make changes if approved by the members.
7. **Scholarship/Grant-in-Aid Committee**
- a. This committee shall be responsible for informing members of the application process for chapter, state, and international scholarships for graduate study.
 - b. This committee shall be responsible for seeking applicants for the annual grant-in-aid (see Appendix A).
 - c. This committee shall be responsible for screening applications from chapter members for the Katherine H. Fuehrer Scholarship (see Appendix B).
 - d. A member of the Scholarship Committee who wishes to apply for a scholarship must recuse herself from the scholarship selection process. She may still participate in the grant-in-aid selection process.
8. **World Fellowship Committee**
- a. Supports and promotes the work of the international World Fellowship Committee to provide world fellowships to non-member women educators who are not citizens or permanent residents of the USA or Canada.
 - b. Assumes chapter fund-raising duties for World Fellowship as directed by the Executive Board.
9. **Psi Chapter Special Committees**
- a. **Social Committee** - Duties include
 - 1) Selecting the location for their assigned meeting and notifying the president and corresponding secretary;
 - 2) Planning for food/drink/decorations if any or all are desired;
 - 3) Arriving early to greet members as they arrive.
 - b. Other ad hoc committees may be appointed by the chapter president and authorized by the Executive Board. Such committees shall be dissolved after submitting a final report.

Article IX. MEETINGS

- A. A minimum of four (4) business meetings shall be held each year. Meetings are usually held in September, December, February, and April. An additional meeting will be held in May or June of even-numbered years in order to install officers for the new biennium.
- B. Other meetings or excursions may be planned by the president and/or the Executive Board.
- C. Business meeting shall be carried out according to the order of business suggested in *Robert's Rules of Order Newly Revised (current edition)*.

- D. A quorum of 10 members shall be present to conduct business.
- E. When the induction of new members occurs during a chapter meeting, no other program shall be presented.
- F. At least two (2) weeks prior to a regular meeting, the corresponding secretary shall notify each member by email or phone of the time and place of the upcoming meeting.
- G. Attendance at each meeting is expected. An RSVP should be honored for planning purposes.
- H. Chapter meetings and Executive Board 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.
- I. Matters needing immediate action may be voted on by mail or electronically. A majority vote of chapter members is required for this action.
- J. Ratification of mail voting must be made at the next face-to-face meeting.
- K. No proxy voting is allowed.
- L. The Executive Board shall conduct orientation for new chapter officers and committee chairs prior to July 1 following the election of officers in even-numbered years.
- M. Chapter committees shall meet at least once a year.
- N. Attendance at all state organization executive board meetings and the state organizational training workshop for chapter officers and committee chairs is encouraged. The chapter also encourages member representation at the state organization Leadership Development Seminar, self-sustaining personal/professional growth events, and society conventions and conferences.

Article X. ACTIVITIES

A. Publications

1. The president approves publications prior to distribution.
2. **Chapter Handbook** (to include the current edition of Psi's *Rules*.) The chapter president shall ensure that a handbook is prepared for the biennium and updated annually. Information will also be available on the chapter website.
3. **Newsletter** – A newsletter shall be published a minimum of two (2) times a year, or four (4) times a year if state recognition is to be achieved. It may include announcements of forthcoming meetings, minutes of previous meeting, the treasurer's report, and other relevant information. The newsletter may be shared with members by mail (postal or electronic).
4. **Website** - A chapter website shall be maintained. It will include historical data as well as dates of local, state, and regional meetings, a membership directory, and other relevant information.

B. Congratulations, Condolences, and Memorials

1. **Congratulations** – While the president, corresponding secretary, recording secretary, and the Membership Committee are primarily responsible for tendering congratulations and announcing honors and achievements, all members should feel a responsibility to ensure that noteworthy events in the life of members are acknowledged.
2. **Condolences** – All members are expected to communicate to the president, corresponding secretary, or treasurer any information as to the illness or other unfortunate occurrence involving a member or a person in the member's family.

Any member who suffers an illness or accident requiring prolonged hospitalization or recovery period should be remembered with a red rose or an appropriate gift. In case of a death in the immediate family (spouse, child, parent, or sibling) of a member, a red rose shall be sent to the member and a \$10.00 donation from the general fund will be made to the Grant-in-Aid fund. Any such remembrance made in the name of the chapter shall be the responsibility of the treasurer.

3. **Memorials** – In case of the death of a member, the treasurer shall make a \$20.00 donation from the general fund to the Grant-in-Aid fund. Additionally, the chair of the Membership Committee shall prepare a biographical sketch of the deceased member and send it to the NC DKG Membership Committee chair.
 4. Members wishing to express congratulations, condolences, or honorariums/memorials via a donation are welcome to do so. Such monetary expressions will be added to the Grant-in-Aid fund.
- C. **Flowers** – The chapter shall be responsible for purchasing red roses for special occasions: e.g., installation of officers, induction of new members, illness, or death. Red or white roses may be used for the Ceremony of Remembrance. Fresh roses are preferred.
- D. **Society Pins**
1. **Member’s pin** - Each member is encouraged to purchase a Delta Kappa Gamma pin and is expected to wear it at society functions; however, the pin may be worn any time the member chooses.
 2. **President’s pin** - The purchase of a chapter president’s pin shall be initiated by the current president who will make the presentation at the new president’s installation. The treasurer will order the chapter president’s pin at the expense of the chapter.
 3. **Longevity pins** – Beginning with the 25th year of membership, Psi members will be recognized by the chapter for additional years of membership.
 4. **Pins returned to the chapter** – Any pin returned to the chapter by the family of a deceased member may be sold or given in honor/tribute to a member who has lost her pin. The same disposition shall be made of any pin returned to the chapter due to resignation.

Article XI. PARLIAMENTARY AUTHORITY

Robert Rules of Order Newly revised (current edition) shall govern the proceedings of Psi Chapter in all cases not provided for in the *Constitution, International Standing Rules, NC DKG Bylaws, and NC DKG Standing Rules*.

Article XII. AMMENDMENTS

- A. The chapter Rules Committee shall review the chapter’s *Rules* at least once during each biennium.
- B. Proposed amendments may be submitted in writing by any member, board, or committee.
- C. Voting on the proposed amendment(s) shall take place at the next business meeting.
- D. Amendments to these rules shall require a majority vote of the votes cast, a quorum being present, to be adopted or rescinded.
- E. An adopted amendment takes effect immediately upon adoption.

- F. Incorporating the adopted amendment into the chapter's *Rules* shall be the responsibility of the Rules Committee.
- G. Psi Chapter rules shall be amended automatically by the chapter Rules Committee, with the approval of the Executive Board, to comply with the *Constitution, International Standing Rules, and NC DKG Bylaws and Standing Rules*. Notice of automatic updates shall be published on the chapter website.

Article XIII. DISSOLUTION/MERGER/CONSOLIDATION

A. Chapter Dissolution

1. Prior to any action concerning dissolution, the chapter president shall notify the state president and the NC DKG Region VI Director.
2. Prior to dissolution a written announcement of a date to discuss such action shall be sent to all members. At the announced meeting, a majority vote to dissolve shall result in an audit/financial review of the treasurer's records and a written request for dissolution made to the state organization Executive Board.
3. Transfer of those members wishing to retain their membership in the Society shall follow international transfer procedures.
4. Any remaining funds in the chapter account shall be sent to the NC DKG treasurer and deposited in the state organization Available Fund.
5. Chapter records shall be placed in the state organization archives.
6. Chapter paraphernalia, the Society publications, and the chapter records shall be retained in the state archives and made available for use.
7. The chapter charter shall be returned to the state organization to be forwarded to Society Headquarters.
8. The state organization shall decide whether the Greek name shall be reused.

B. Chapter Merger or Consolidation

1. Prior to any action concerning merger or consolidation, the chapter presidents shall notify the state president and the NC DKG Region VI Director.
2. Prior to a merger or consolidation of chapters, a written announcement of a date to discuss such action shall be sent to all members of the chapters involved. At the announced meeting, a majority vote to merge or consolidate with another chapter shall result in an audit/financial review of the treasurer's records and a written request for merger or consolidation made to the state organization Executive Board.
3. In case of a merger of two chapters, one of the two chapters continues while the other loses its independent identity and ceases to exist since it is absorbed into the former.
4. In the case of consolidation of two or more chapters, each chapter involved discontinues its independent existence. A new entity is formed that includes memberships of the consolidating organizations, continues their work, and assumes their assets and liabilities.
5. In either a merger or a consolidation of two or more chapters, the resulting chapter entity shall keep the chapter assets of the chapters involved in the merger or consolidation.
6. In either a merger or a consolidation of chapters, the resulting entity may be given a new name by the state organization.