

**THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL
SOUTHEAST REGION
ETA STATE, REGION VI
PSI CHAPTER**

Rules of Psi Chapter

As a chapter of Eta State, Psi Chapter shall be governed by the international *Constitution, International Standing Rules, Eta State Bylaws*, and *Eta State 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.

- I. **NAME** The name of this chapter shall be Psi Chapter, Eta State North Carolina of The Delta Kappa Gamma Society International

II. **MISSION and PURPOSES**

- A. The mission of Psi Chapter shall be the same as that of the Society: to promote professional and personal growth of women educators and excellence in education.
- B. The purposes of Psi Chapter 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.

III. **MEMBERSHIP**

- A. Membership is in accordance with the *Constitution, Article III* and the *International Standing Rules*.
- B. Membership in The Delta Kappa Gamma Society International shall be by invitation. A member initiated into the Society becomes a member of a chapter, a state organization, and the international Society.
- C. **Classifications of membership**
The classifications of membership are active, reserve, and honorary:
 - 1. 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.
 - 2. 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. Reserve status shall be granted by a majority vote of the chapter. A reserve member, so requesting, shall be restored to active membership.

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.

D. Election

Election of active members shall be by preferential ballot or four-fifths vote. Granting of reserve status shall be by majority vote of the chapter. Honorary membership shall be determined by ballot and approved by four-fifths vote. A candidate elected for active or honorary membership shall be initiated within a period of one year from the time of election.

E. Transfer

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

F. Termination of membership

Membership in the Society is terminated for non-payment of dues and fees, resignation, or death. The chapter treasurer shall report to the state treasurer the record of all memberships terminated, including the reasons and dates of the termination. The chapter shall keep on file all letters of resignation.

G. Reinstatement

A former member shall be reinstated to membership by the chapter receiving the request. The chapter treasurer shall report to the state treasurer when a member has been reinstated.

H. Expansion

Establishing a new chapter shall be considered when the membership reaches a total of sixty (60), or earlier, if appropriate.

I. Election of new members

1. New members may be elected during each year of the biennium.
2. A written invitation to membership is delivered to each prospective member.
3. Informative materials about international, state, and chapter responsibilities and opportunities are also provided to prospective members. Personal questions are encouraged at that time and during new member orientation.
4. Members are elected according to the following schedule:
 - a) Recommendation for Membership (Form 11) may be secured from the Membership chairman at any time.
 - b) Members desiring to recommend persons for membership shall do so by no later than the third business meeting.
 - c) Form 11 should be completed and returned to the membership chairman, or to a member of the Membership Committee, by the fourth business meeting of the year.
 - d) At the fourth regular meeting of the year, 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.

- e) An informational meeting about Delta Kappa Gamma responsibilities and opportunities may be offered each spring for those to whom membership is being extended.
- f) Members-elect will respond to the membership chairman either verbally or in writing, indicating their acceptance to membership.
- g) There shall be an orientation session for all new members before the scheduled initiation. The chairman 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 chairman.
- h) All Psi Chapter members shall be invited to attend the orientation and initiation of new members.
- i) Initiation of new members shall take place at the first meeting of each year. The Membership Committee shall be responsible for the Initiation Ceremony.

IV. FINANCES

A. Dues & 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 before the first meeting of the year.
- 2. Annual chapter, state, and international dues and fees shall be collected by the chapter treasurer prior to October 31. On November 1, a member shall be dropped for non-payment of dues and/or fees.
- 3. Sixty percent of the internationally mandated per-member scholarship fee shall remain with the chapter and be added to the scholarship fund each year.

B. Budget

- 1. The Finance Committee shall prepare an annual budget for approval by the Executive Board prior to the first meeting of each year.
- 2. Copies of the budget shall be distributed to the membership for their information.
- 3. The budget may include designated contributions to World Fellowship, Scholarship, and special projects (chapter and state).

C. 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.

D. Scholarship/Grant-in-Aid

- 1. A \$1000.00 grant-in-aid shall be awarded yearly, contingent upon funds being available, to a woman pursuing an undergraduate degree in education. (See Appendix A)

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.

E. General Rules Concerning Finances

1. The chapter president shall approve all expenses prior to payment.
2. Psi Chapter will pay the expenses of the chapter president to attend the Eta State convention.
3. Psi Chapter will pay the expenses of the president and two other members to attend Eta State's chapter leader training session.
4. Expenses for other leadership opportunities may be paid as funds allow.

V. ORGANIZATION

- A. Psi Chapter shall govern the conduct of its business in a manner consistent with the *Constitution*, the *International Standing Rules*, *Eta State Bylaws* and *Standing Rules*, and the *Psi Chapter Rules*.
- B. The chapter officers, except the treasurer, shall be elected in even-numbered years by a majority vote.
 1. Officers shall have a term of two (2) years. No officer, except the treasurer, shall serve in the same office longer than two terms in succession.
 2. All chapter officers shall take office on July 1 following their election.
 3. The chapter treasurer shall be selected by the Executive Board each biennium.
- C. The chapter president shall represent the chapter as a voting member of the state Executive Board.

VI. OFFICERS and DUTIES

A. Officers

1. Psi 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, along with a treasurer selected by the Executive Board. The parliamentarian is appointed by the chapter president.
2. Duties of officers are those stated in the *Constitution* VI, Section C; the current edition of *Robert's Rules of Order Newly Revised*; and any additional duties specific to Psi Chapter.

B. Election of Officers

1. The Nominating Committee shall meet for the purpose of creating a slate of officers for the next biennium. The committee chairman will present this slate of officers at the third business meeting.
2. Officers shall be elected prior to March 15 of even-numbered years and installed at the last meeting of the year.
3. Following their election, the new officers shall meet to elect a treasurer for the coming biennium, and the president shall appoint the

parliamentarian so that both women can be installed with the other officers.

C. Duties

1. President

The president shall

- a) Act as presiding officer at regular and called meetings and direct the activities of the organization;
- b) Act as chair of the Executive Board;
- c) Appoint a parliamentarian for the biennium;
- d) Appoint standing and special committees and their chairmen;
- 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) Take action, 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 substitute;
- l) Send the names, addresses, telephone numbers, and email addresses of all committee chairmen for her biennium to the state executive secretary by the designated deadline;
- m) Be responsible for the chapter handbook; and
- n) Assist the Nominating Committee with the installation of new chapter officers at the end of her biennium.

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 chairman of the Educational Excellence Committee (EEC);
- d) Make sure programs are planned for the biennium; and
- e) Perform such other duties as the president or the Executive Board shall 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 each meeting, including meetings of the Executive Board;
- b) Provide the president a copy of the minutes for proofing;
- c) Submit a copy of the minutes for distribution to the members. This may be done by email and/or through the newsletter;
- d) Be responsible for submitting articles relating to Psi Chapter to the local newspaper.
- e) When instructed by the president, submit information for inclusion in *Eta State News*; and
- f) Keep the official chapter attendance record, and contact any member whose absences become a concern.

5. Corresponding Secretary

The corresponding secretary shall

- a) Be responsible for the newsletter at least four (4) times a year;
- b) Send an email to the members at least 2 weeks prior to each meeting;
- c) Send cards and notes of thanks, condolences, and congratulations; and
- d) Acknowledge all memorials and honorariums.

6. Treasurer

The treasurer shall

- a) Be responsible for the chapter's financial deposits and disbursements;
- b) Keep an accurate account of all receipts and expenditures;
- c) Maintain a record of receipts, bills, and bank statements;
- d) File all required tax reports;
- e) Present a report at each business meeting. This report may be shared with members via newsletter or email;
- f) Collect dues and fees from active and reserve members by October 31 of each year;
- g) Submit the required reports to the state organization treasurer by the indicated deadline;
- h) Pay by check the bills approved by the chapter president;
- i) Make a contribution of \$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. The immediate family shall be interpreted as a parent, a sibling, a child, or a spouse;
- j) Make a contribution of \$20.00 from the general fund to the Grant-in-Aid fund in the event of the death of a member;
- k) Order the president's pin at the chapter's expense for presentation to the new chapter president at the Installation Ceremony; and
- l) Prepare records for financial review at the close of each fiscal year.

VII. MEETINGS

- A. Psi Chapter shall hold a minimum of four (4) business meetings each year. Meetings are usually held in September, December, February, and April. An additional business meeting will be held in May of even-numbered years in order to install officers for the new biennium.
- B. The Executive Board may call special meetings.
- C. Each 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 initiation 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 mail or by email of the time and place of the upcoming meeting.
- G. Attendance at each meeting is expected. An RSVP should always be honored for planning meals/refreshments.

VIII. EXECUTIVE BOARD

- A. The members of the 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 vote. A quorum shall be a majority of the voting members of the Board.
- B. The Executive Board is encouraged to meet at least twice a year to consider business, act on it, and inform the general membership. Specific details are reported to the general membership only if deemed necessary by the Board, or if a vote by the membership is required.
- C. The Executive Board shall
 - 1. Select the treasurer for the biennium;
 - 2. Act in manners requiring immediate action and decision;
 - 3. Recommend policies and procedures for consideration by members;
and
 - 4. Establish rules for budget development and approval and for the supervision of chapter finances.

IX. COMMITTEES

- A. **General procedures for committees**
 - 1. Responsibilities specified in the international *Constitution* shall be assigned to committees or to individuals.
 - 2. Additional committees or individuals may be appointed to carry out duties and projects specific to Psi Chapter.
 - 3. All committees and individuals shall be appointed by the chapter president and approved by the Executive Board.
 - 4. The president shall serve as a member *ex officio* on all committees except the Nominations Committee.
 - 5. A committee meeting may be face-to-face or through electronic communication.
 - 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 in the spring of 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 *Constitution*, Article VIII, Sections B and C: Communication and Publicity, Educational Excellence, Finance, Membership, Scholarship, and World Fellowship.
- 9. A report of the work carried out by the chapter in each of the designated areas shall be prepared on forms supplied by Society Headquarters and submitted by the deadline to the person designated on the forms.
- 10. Additional chapter committees include Nominations Committee and Rules Committee.

B. Standing Committees of Psi Chapter

1. Communications Committee

- a) Members of this committee shall include the corresponding secretary, a chapter web master, 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 Corresponding Secretary shall be responsible for ensuring that a chapter newsletter is published. It may be distributed to members via mail or email.
- e) The web master shall be responsible for maintaining the chapter's website.

2. Educational Excellence Committee – This committee includes the EEC chairman (first vice-president) and representatives from each of the following areas:

- a. Beginning Teacher Support – This area supports beginning teachers by
 - a. Identifying and implementing strategies to sustain and retain quality teachers;
 - b. Supporting quality education for all children; and
 - c. 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
 - a. Study and recommend action on professional issues;
 - b. 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;
 - c. Educate members in strategies to impact educational policy; and
 - d. Promote activities that garner support for education at the local and state levels.
- c. Leadership Development – This area is to
 - a. Promote the leadership development of members;
 - b. Prioritize, plan, schedule, promote, and implement activities to provide leadership development opportunities for members; and

- c. Encourage members to realize their potential as the 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 chairman, and at least two (2) other members-at-large, one of whom shall serve as chairman. The chapter treasurer may not serve as chairman.
- 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 fiscal 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:
 - Up-to-date individual records
 - Names of initiates and dates of each initiation
 - Names/dates/reasons of those who refuse membership
 - Transfers
 - Deaths
 - Resignations
 - Reinstatements
- b. The committee should also examine the membership each biennium to determine whether or not a balance is being achieved (i.e., that there are elementary, middle, secondary, and post-secondary teachers, administrators, and counselors; and that there are educators from all parts of the county). Upon such scrutiny, the committee should inform the chapter of any relevant observations so that these observations may be taken into account when considering nomination of new members.
- c. On the death of a member the chairman of the membership committee shall ensure that a Form 6 and a written tribute are promptly submitted to the state membership chairman for inclusion in the "Book of Remembrance" during the annual Ceremony of Remembrance at the state convention.
- d. This committee shall also make arrangement for the chapter to conduct 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 upon at the last regular business meeting **prior to March 15.**

- b. The newly elected officers shall be installed at the last business 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.
- d. The committee shall follow the procedures as set forth in Section VI, part B of the chapter's *Rules*.

6. Rules Committee

- a. Members of the Rules Committee shall be the parliamentarian as chairman, the immediate past president, the immediate past recording secretary, and at least one member-at-large.
- b. The committee shall review chapter rules to ensure that all official changes to international and state documents are reflected in the chapter's *Rules*.
- c. The committee shall make and/or receive all proposed amendments to the chapter's *Rules*.

7. Scholarship/Grant-in-Aid Committee

- a. This committee shall be responsible for informing members of the application process for 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 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. Making arrangements for food/drink/decorations if any or all are desired;
 - 3. Arriving early to greet members as they arrive.
- b. Other special committees as may be appointed by the chapter president if authorized by the Executive Board. Such committees shall be dissolved after submitting a final report.

X. COMMUNICATIONS and PUBLICATIONS

A. Publications

- 1. Psi Chapter Handbook (including the current edition of the Psi Chapter *Rules*) – The chapter president shall ensure that a handbook is published for the biennium and updated annually.

2. Newsletter – A newsletter shall be published a minimum of four times a year to announce forthcoming meetings, to present the last meeting's minutes, to present the treasurer's report, and to disseminate any other relevant information. This newsletter may be mailed or emailed to members.
3. A 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, the 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 not overlooked.
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 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 chairman of the Membership Committee shall prepare a biographical sketch of the deceased member and send it to the Eta State Membership Committee chairman.
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, initiation 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 required to purchase a Delta Kappa Gamma pin and is expected to wear it at all Society functions; however, the pin may be worn any time the member chooses to wear it.
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.
3. 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.

XI. PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised (current edition) shall govern the proceedings of Psi Chapter in all cases not provided for in the *Constitution*, *Eta State Bylaws*, and *Eta State Standing Rules*.

XII. AMENDMENTS

- A. The Psi Chapter Rules Committee shall review the chapter's *Rules* at least once during the biennium.
- B. All proposed amendments to these rules shall be presented to the membership in writing or in electronic format at or before a regular business meeting.
- C. Voting on the proposed amendment(s) shall take place at the next business meeting.
- D. Amendments to these rules shall require a two-thirds vote of the votes cast, a quorum being present, to be adopted or rescinded.
- E. Incorporating the adopted amendment into the chapter's *Rules* shall be the responsibility of the Rules Committee.

XIII. DISSOLUTION

- A. Before a chapter is dissolved, the approval of the Eta State Executive Board 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 treasurer and deposited in the Available Fund.
- D. The chapter's paraphernalia, the Society publications, and the chapter records shall be retained in the state archives and made available for use.
- E. The chapter charter must be returned to the state to be forwarded to the International Headquarters.
- F. The state Executive Board shall decide whether the Greek name shall be reused.

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