

NU CHAPTER
ALPHA CHI STATE
THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL

STANDING RULES

ARTICLE I-Name

The name of this organization shall be Nu Chapter, Alpha Chi State, Nevada, of
The Delta Kappa Gamma Society International.

ARTICLE II-Mission Statement

- A. The Delta Kappa Gamma Society International promotes professional and personal growth of women educators and excellence in education.
- B. The Delta Kappa Gamma Society is not a service organization; therefore, any request for donation to civic or charitable projects can be politely declined with this explanation.

ARTICLE III-Membership

- A. Recommendation forms for prospective members shall be available at all meetings.
- B. Initiation shall be held once annually. An additional initiation may be held if extenuating circumstances arise.
- C. Forms for prospective members shall be read one month prior to initiation.
- D. Election shall be by ballot one month prior to initiation and a majority of votes cast elects.
- E. Initiation of new members shall be one month after the chapter votes to elect.
- F. A former active member may be reinstated to active membership (after review by the Executive Board of the reason for termination.) The candidate for reinstatement shall be voted on by ballot at a chapter meeting, and a majority of votes cast shall be required. The treasurer shall notify the state president and the state treasurer of such a reinstatement.
- G. All members must be made aware of the responsibilities of membership, such as payment of dues and fees, attendance at meetings, and active participation in chapter functions and projects.
- H. Classification:
 - a. Active members shall be women who are employed in educational work at the time of their election or have been retired from an educational position. They shall participate in the activities of the Society.
 - b. Reserve membership shall be granted only to those who are 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, may be restored to active membership by a majority vote of the chapter.
 - c. Honorary members shall be women not eligible for active membership who have rendered notable service to education or to women and are elected to honorary membership in recognition of such service. They shall be privileged to participate in all activities except that of holding office
- I. A member in good standing may be transferred from one unit to another upon application to the International Headquarters.

- J. Membership in the Society is terminated for one of three reasons: non-payment of dues and fees, resignation or death.

ARTICLE IV-Finance

- A. An initiation fee of \$10.00 shall be required.
- B. Annual dues: Dues and fees shall be paid no later than October 31 of each year. On November 1 members shall be dropped for non-payment of dues and fees.
 - 1. International, as set by Constitution:
 - a. Active-\$40.00
 - b. Reserve-\$20.00
 - 2. Alpha Chi State:
 - a. Active-\$11.00
 - b. Reserve-\$3.00
 - 3. Nu Chapter:
 - a. Active-\$13.00
 - b. Reserve-\$0.00
- C. Assessments
Active and reserve members shall be assessed annually \$1.00 for World Fellowship, and \$1.00 for International Scholarship fees.
- D. The chapter fiscal year shall be July 1-June 30 inclusive.

ARTICLE V-Officers

- A. Elected officers shall be a president, a first vice-president, a second vice-president, a recording secretary, a corresponding secretary, and members of a nominating committee.
- B. Officers shall be nominated by the nominating committee in January of even-numbered years, elected in February, and installed in May. Officers shall be elected by a majority vote of the chapter members present. Voting shall be by ballot if there is more than one nominee for the office.
- C. The term of each elected officer shall be two years, or until a successor is named. No officer, except the treasurer, may serve in the same office longer than two terms in succession. All officers shall take office in July, following their election.
- D. The treasurer shall be selected by the Executive Board each biennium.
- E. Other officers, including the parliamentarian, and committee chairs are appointed by the president for a two-year term and shall perform their duties as prescribed.
- F. Vacancies
 - 1. When a vacancy occurs in the office of president, the first vice-president shall become president and serve until the next regular election of officers.
 - 2. When a vacancy occurs in the office of the first vice-president, the second vice-president shall become the first vice-president and serve until the next regular election of officers.
 - 3. When a vacancy occurs in other elected or appointed positions, the president shall name a successor.
- G. The duties of the officers are listed in Chapter Standing Rules, Part II, Article I.

ARTICLE VI-Executive Board

- A. The members of the Executive Board shall be the elected officers of the chapter, the immediate past president, and members of the nominating committee. The treasurer and the parliamentarian are ex-officio members.
- B. The Executive Board shall:

1. Each be presented with an agenda one week in advance of an Executive Board meeting.
2. Consider all business matters and make recommendations to the membership.
3. Vote and act on any emergency business, with a complete explanation to the membership at the next regularly scheduled meeting.
4. Suggest rules and regulations, with a complete explanation of such suggestions to the chapter membership for their approval.
5. The secretary shall record the minutes of each Executive Board Meeting.

ARTICLE VII-Standing Committees

- A. Society Business
 1. Finance
 - a. Budget
 - b. Ways and Means
 - c. Audit (should be done by someone other than the chapter treasurer)
 2. Membership
 3. Nominations
- B. Program of Work
 1. Program
 2. Personal Growth and Services
 3. Professional Affairs/Legislation
 4. Music
- C. Educational Services
 1. Communications/Phoning/e-mail/regular mail
 2. Scholarship/Grant-in-Aid
 3. World Fellowship
- D. Special committees shall be those needed to carry out chapter functions which are not the responsibilities of any standing committee.
- E. A vacancy in a committee position shall be filled by appointment by the president.
- F. The duties of the standing committees are listed in Chapter Standing Rules, Part II, (Bylaws) Article II.

ARTICLE VIII-Meetings

- A. Meetings will be held once a month during the months of September through May, excluding December. The dates shall be set by the Executive Board.
- B. If she is unable to attend a meeting, a member should notify the hostess by phone or via e-mail.
- C. A quorum for chapter business shall be determined by the chapter.
- D. Meetings of the executive board shall be held at least twice annually. The board may meet at other times upon the call of the president.

ARTICLE IX-Amendments

- A. An amendment to the Standing Rules may be suggested by the Executive Board or any member of the chapter.
- B. An amendment may be adopted or rejected at any chapter meeting by a majority vote, provided the amendment has been presented and discussed at a previous meeting.

ARTICLE X-Parliamentary Authority

Roberts Rules of Order (latest edition) shall govern procedures of Nu Chapter meetings.

BYLAWS

ARTICLE I-Duties and Responsibilities of Officers

- A. The president shall:
 - 1. Check files received from predecessor to determine if all materials listed in the international handbook are included.
 - 2. Check other supplies as listed in the international handbook.
 - 3. Become familiar with her chapter duties, the procedures and program of the Society, and any business previously transacted by the chapter.
 - 4. Appoint and work through committees.
 - 5. Work with Executive Board and chapter members in planning the year's activities.
 - 6. Preside at all meetings of the chapter and the Executive Board.
 - 7. The outgoing president shall file forms for the incoming officers to International, turn over all chapter files and paraphernalia to the incoming president, and order the new president's pin for the installation presentation.
- B. The vice-presidents shall:
 - 1. Act in place of the president when necessary.
 - 2. Perform those duties assigned to them by the president.
 - 3. Serve when named on committees.
- C. The secretaries shall:
 - 1. Keep minutes of each business AND Executive Board meeting with a written report to the chapter via e-mail or hard copy.
 - 2. Note official actions taken, such as termination of membership by death, resignation of members, non-payment of dues, attendance at meetings, membership classifications, and summaries of treasurer's reports.
 - 3. Maintain in alphabetical order a roll of members, noting active, reserve, or honorary, including the names of members dropped or transferred.
 - 4. Conduct all necessary correspondence of the chapter, read correspondence at meetings, and keep correspondence on file.
- E. The Treasurer shall:
 - 1. Receive and pay out all chapter monies.
 - 2. Have at the beginning of the fiscal year all supplies needed for chapter work, including the latest revision of the international constitution, bylaws, and handbook.
 - 3. Submit required reports to chapter membership, state treasurer, and international headquarters.
 - 4. Distribute membership cards to all members at the beginning of the year.
- F. The Parliamentarian shall:
 - 1. Advise all officers and members regarding matters pertaining to the constitution and parliamentary procedure (Roberts Rules of Order), giving interpretations as the need arises.
 - 2. Assist in renewing chapter constitution and bylaws (standing rules).

ARTICLE II-Duties and Responsibilities of Committees

- A. Society Business
 - 1. The Membership Committee is responsible for:
 - a) Encouraging members to seek suitable prospective members.

- b) Investigating qualifications of persons whose names have been submitted.
 - c) Presenting to the chapter the names and qualifications of those recommended.
 - d) Conducting the election of those recommended.
 - e) Keeping an accurate record of those invited and their replies.
 - f) Conducting orientation for prospective members following their invitation to membership.
 - g) Preparing for and participating in new member initiation.
 - h) Contacting members who are absent from meetings.
 - i) Preparing required reports.
 - j) Preparing for and conducting memorial services.
2. The Finance Committee shall be responsible for supervision of the financial affairs of the chapter, including the recommendation for the expenditure of funds, the preparation of a budget for adoption, conducting ways and means projects, and arranging for audits.
 3. The Nominating Committee members are responsible for:
 - a) Soliciting suggestions for officers.
 - b) Assuring that nominated persons will serve if elected.
 - c) Presenting to the chapter in even-numbered years nominees for office.
 - d) Preparing ballots and conducting election of officers.
 - e) Sending immediately the names and addresses of newly elected officers to the state president.
 - f) Filing reports of elections.
 4. The Communications Committee shall:
 - a) Support the efforts of chapter members and groups to communicate effectively with one another.
 - b) Select opportunities to publicize information about the Society.
 - c) Send news articles to state and local publications.
 - d) Keep a file of state and international publications for reference.

B. Society Mission and Purposes

1. The Program Committee shall plan the year's programs for the chapter, prepare and distribute to chapter members a yearbook noting programs, dates, and locations of meetings.
2. Educational Excellence
 - a) The Personal Growth and Services Committee shall plan projects and activities related to personal growth and service to others, select the Rose of Recognition Award, and announce the award's recipient at the February meeting. First Baby of the Year at CTRMC: Purchase and deliver book to the hospital by December 30.
 - b) The Professional Affairs Committee shall develop chapter interest and participation in activities designed to improve the professional status of women educators, encouraging members to serve on local boards and commissions, participate in community decision making, and support legislative activities to improve education.
3. The Scholarship/Grant-in-Aid Committee shall:
 - a) Implement financial aid to worthy college women in their efforts to further their studies or to improve their professional status.

- b) Establish criteria for awarding Grants-in-Aid, publicize Grants-in-Aid, select recipients, and report to the chapter.
 - c) Inform the chapter of state and international scholarships and the deadlines for submitting applications.
4. The World Fellowship Committee shall support and promote the work of the International World Fellowship at the chapter level.

C. Members of special committees shall be responsible for carrying out chapter functions which are not those of any of the standing committees.

Revised: Spring, 2017