

POLICIES AND PROCEDURES
BETA EPSILON
DELTA KAPPA GAMMA

ARTICLE I

- A. The name of this chapter shall be Beta Epsilon of the Delta Kappa Gamma Society International, Xi State.
- B. This chapter shall be designated by two Greek letters Beta B and Epsilon E.

ARTICLE II **Purpose**

This chapter will promote the seven purposes of the society.

ARTICLE III **Membership**

- A. New Members
 1. Membership is extended by invitation only. Nominations for members shall be accepted with the endorsement of one or more active members.
 2. Recommendations for membership will be received in writing; voting by ballot will take place at the November meeting.
 3. Chapter members attending the November meeting will determine the method of balloting (preferential or 4/5).
 4. Written invitations will be delivered in person.
 5. Orientation will be provided for new members.
 6. Initiation of new members will follow guidelines recommended by the International Society.
- B. Transfers: Members transferring to this chapter will be received through procedures described by the International Society.
- C. Honorary Membership: Persons contributing significantly to education and who are not engaged in the teaching profession may be selected for honorary membership.
- D. Termination of Membership: Individuals who fail to adhere to chapter requirements for attendance may be asked to relinquish membership in the society. Resignations may be requested if member fails to pay dues.

ARTICLE IV **Finances**

- A. Chapter assessments will be determined annually.
- B. The chapter budget will be prepared each year.
- C. Contributions to International, State, and local projects will be determined year to year.

ARTICLE V **Organization**

Chapter division will be considered when membership size limits the achievement of the society's seven purposes.

ARTICLE VI **Officers and Related Personnel**

- A. Officers of the chapter shall be
 - 1. President
 - 2. First Vice President
 - 3. Second Vice President
 - 4. Corresponding Secretary
 - 5. Recording Secretary
 - 6. Treasurer (Appointed)
 - 7. Parliamentarian (Appointed)
- B. The Nomination Committee for the subsequent year is elected with the slate of officers.
- C. The President will appoint persons to fill vacancies should such occur.

ARTICLE VII **Boards**

The Executive Board will consist of the chapter officers and the immediate past president.

ARTICLE VIII **Committees**

- A. Finance
- B. Membership
- C. Nominations

- D. Program
- E. Personal Growth and Services
- F. Professional Affairs
- G. Research
- H. Communications
- I. Scholarships
- J. World Fellowship
- K. Legislation
- L. Leadership
- M. Music
- N. Scrapbook
- O. Ad Hoc committees appointed as necessary.

ARTICLE IX **Areas of Activity**

- A. A minimum of six meetings will be held annually.
- B. A yearbook will be prepared and distributed to the membership each fall.
- C. A newsletter will be written by the President (or designee) and distributed regularly to the membership.

ARTICLE X **Amendments**

Amendments can be made to the chapter by-laws by a 2/3 vote of the chapter at any regular meeting.

ARTICLE XI **Suspension of Rules**

Policies and procedures may be temporarily suspended should the need be determined by the membership and such suspension not be in conflict with International and state guidelines.

ARTICLE XII **Chapter Policies**

- A. A scrapbook will be kept continuously and will be the responsibility of the Scrapbook Committee.

- B. A newsletter will be sent to members a minimum of four times a year. This will be written by the President, prepared and circulated by the Corresponding Secretary. Copies of the newsletter will also be sent to the Xi State President and the Xi State Editor.
- C. Regular announcement of meetings will be sent to the Daily News Journal. Follow-up of these meetings, when appropriate, will also go to this publication. Any special recognition given to a member will be announced through this channel. These responsibilities will be carried out by the Communications Committee.
- D. Joint meetings with other chapters will be determined by the Program Committee at the beginning of each year.
- E. Orientation will be held for prospective members immediately after vote for invitation has been taken. The Orientation panel will be made up of the Chapter President, the immediate Past President, and the Chairmen of the Membership Committee.
- F. Personal data sheets will be updated during the first meeting of each biennium. These will be prepared and kept on file by the Membership Committee.
- G. The Research Committee will update the history of the chapter at the close of each biennium.
- H. Remembrance, as follows, will be handled by the Personal Growth and Services Committee.
 - 1. Hospitalization of member—red rose
 - 2. Illness (not hospitalized) of member—card
 - 3. Death of member—contribution to organization of special interest to member plus red rose to family
 - 4. Death in member's immediate family (to include mother, father, sister, brother, spouse, child)—red rose