Chapter Rules of Beta Delta Chapter (Revised late 2013)

**Article I - Name**(*Constitution, Article I, B*)

Section 1. The Name of this chapter shall be Beta Delta Chapter, Alpha Delta State Organization, The Delta Kappa Gamma Society International.

**Article II - Mission and Purposes**(*Constitution, Article II*)

Section 1. The Delta Kappa Gamma Society International promotes professional and personal growth of women educators and excellence in education.

Section 2. The purposes of Beta Delta Chapter shall be the seven Purposes of The Delta Kappa Gamma Society International and those of Alpha Delta State Organization. In addition, the chapter shall:

* 1. Provide a scholarship to one or more prospective education majors from Licking County Schools.
  2. Provide scholarship opportunities to our members to further their education.
  3. Provide assistance as needed in educational endeavors in the local community. (e.g. back to school supplies, science fair judging, local women’s shelter).

**Article III - Membership** (*Constitution, Article III*; *International Standing Rules 3.0)*

Section 1. Membership is classified as Active, Reserve, and Honorary.

Section 2. The chapter has full authority for the administration of membership.

Section 3. Members shall be encouraged to attend at least 4 meetings a year to remain an active member of the chapter.

Section 4. Identifying prospective members:

* 1. Recommendation for Membership forms shall be completed by the sponsor, and returned to the membership chairman at any time.
  2. The Membership Committee shall review the recommendation forms and prepare to present the candidates’ names to the chapter membership.
  3. The general membership shall vote for prospective members at the meeting following their nomination.
  4. Membership shall be granted on a majority vote of those present and voting.

Section 5. Invitations to membership: Invitations to membership shall be in writing and shall be mailed within 15 days following election to membership.

Section 6. Orientation of members: Orientation of members-elect shall be the responsibility of the Membership/Initiation Committee before the initiation ceremony.

Section 7. Acceptance/Rejection of Membership: Members-elect shall respond in writing their decision to join within 60 days.

Section 8. Formal initiation shall be held during the October meeting, but new members may attend any meeting upon acceptance.

Section 9. Honorary Members: Honorary members shall be currently giving distinguished service to education and/or women within the chapter’s geographic area at the time of their initiation.

Section 10. Termination of Membership: The recording secretary shall record, in the minutes, the name of any member whose membership is terminated. The record shall include the reason and date of termination.

Section 11. Special Recognition:

* 1. Special recognition of a member’s death shall be financed by chapter assessment (dues).
  2. In the case of the death of a member, the treasurer shall send a single red rose to the funeral home.
  3. To honor the memory of a deceased member $20.00 shall be transferred from the general fund to the local chapter scholarship fund.
  4. Necrology services shall be held as once a year.

Section 12. Disposition of Society Jewelry: The executive board shall decide on the disposition of Society jewelry which has been returned to the chapter.

**Article IV - Finances** (*Constitution, Article IV; International Standing Rules 4.3 and 4.3)*

Section 1. Management of Chapter Funds: Financial matters are in accordance with the Beta Delta Standing Rules, International Standing Rules and the Alpha Delta State Bylaws.

Section 2. Assessments:

* 1. The Finance Committee shall make recommendations for changes in dues no later than the April meeting. All members shall be notified prior to the first meeting of the fiscal year (September).
  2. Annual chapter, state, and international dues and fees shall be collected by the chapter treasurer, assisted by the Finance Committee prior to October 31.
  3. Reserve membership dues may be paid by the local chapter for a member who is unable to pay. Approval of the payment shall be a majority vote of the chapter.
  4. The Finance Committee shall develop an annual budget and present it to the membership no later than the first business meeting of fiscal year for approval (September).
  5. The Finance Committee shall provide for an annual audit.
  6. The president shall approve all expenses, a budget, and a financial review.

Section 3. Financial Guidelines:

* 1. Any expenses over $200.00 must have the approval of the executive board.
  2. Funds shall be set aside for the scholarships awarded to a high school female graduates entering the field of education.
  3. Fund raisers shall be used to supplement the scholarship funds as needed and be created by the executive board and approved by the membership.

**Article V - Organization** (*Constitution, Article V; International Standing Rules 5.12)*

Section 1. The president shall be a representative on the state organization executive board.

**Article VI - Officers and Related Personne**l *(Constitution, Article VI; International Standing Rules 6.03)*

Section 1. Officers

* 1. Officers: Beta Delta Chapter officers shall be president, first vice-president, second vice-president, recording secretary, corresponding secretary (all elected), and a treasurer and parliamentarian selected by the executive board.
  2. The term of each elected officer shall be two years or until a successor is named.
  3. No officer, except the treasurer, may serve in the same office longer than two terms in succession.
  4. Officers shall take office on July 1st following their election.
  5. The elected officers, treasurer and parliamentarian (both ex-officio) make up the Executive Board of the chapter.

Section 2. Procedure and Time Line for Election of Officers:

* 1. A slate of officers with at least one nominee per office, shall be prepared by the Nominations Committee and presented to the membership at the March meeting, with election taking place in April of even numbered years.
  2. The ballot shall include names nominated by the nominations committee and spaces for write-ins.

Section 3. Time Line for Selecting the Treasurer: A treasurer shall be selected by the executive board at the May meeting for the biennium.

Section 4. Duties of Officers:

* 1. The president shall:
  2. act as presiding officer at regular and called meetings and direct the activities of the chapter.
  3. act as chair of the Executive Board.
  4. appoint standing and special committees.
  5. approve for payment all expense claims.
  6. appoint an editor of the chapter newsletter and approve all publications.
  7. fill by appointment all vacancies of office.
  8. represent Beta Delta Chapter as a voting member of the Alpha Delta State Executive Board and if unable to attend appoint an official replacement.
  9. represent the Society at meetings, conferences, and other events.
  10. take action, with the advice and approval of the Beta Delta Chapter Executive Board, on matters which cannot be deferred until the next meeting.
  11. serve, ex-officio, in the process of budget development and supervision of finances.
  12. be an ex-officio member of all committees, except the Nominations Committee.
  13. submit necrology forms to Alpha Delta State and all other forms as required.
  14. send names and addresses of new officers to the Alpha Delta State president and the executive coordinator at International Headquarters.
  15. The first vice-president shall:
  16. serve as presiding officer in the absence of the president.
  17. in the event of the resignation or death of the president, succeed to the presidency and serve until the next regular election of officers.
  18. serve as chair of the Program Committee.
  19. perform such other duties, as the president or Executive Board shall assign to her.
  20. The second vice-president shall:
  21. serve as presiding officer in the absence of the president and first vice-president
  22. in the event of the resignation or death of either the president or first vice-president, succeed to the office of first vice-president and serve until the next regular election of officers.
  23. perform such other duties as the president or Executive Board shall assign to her.
  24. The recording secretary shall:
  25. keep minutes of each meeting of the organization.
  26. furnish the president and the editor of the chapter newsletter with a copy of such minutes as soon as possible and at least two weeks before the next meeting.
  27. at or before each regular business meeting of the chapter, read and/or distribute the minutes of the previous meeting.
  28. serve as secretary to the Executive Board.
  29. The corresponding secretary shall:
  30. acknowledge, with regret, letters of resignation.
  31. send notes and cards of encouragement or sympathy to members.
  32. carry on such correspondence as may be delegated to her by the president.
  33. keep a notebook of correspondences.
  34. send an invitation and/or welcome letter to prospective members after nomination.
  35. The treasurer shall:
  36. receive and payout all monies belonging to the chapter.
  37. keep an accurate account of receipts and expenditures.
  38. keep a file of receipts, bills, canceled checks, and bank statements.
  39. present a report at each regular meeting.
  40. keep a record of all newly installed and terminated members.
  41. complete and file reports as required by International and Alpha Delta State.
  42. contact members who have not paid dues by October 1st.
  43. file required tax reports.
  44. submit for annual audit the accounts of the chapter.
  45. serve ex-officio in the process of budget development and supervision of finances.
  46. follow appropriate procedures to ensure the safety and proper handling of chapter monies as established by the Beta Delta Finance Committee.
  47. order the President’s pin and make available at installation.
  48. order members’ pins and make available at initiation.
  49. The parliamentarian shall:
  50. act as advisor to the officers and the members of the organization in matters pertaining to interpretation of the Constitution and to parliamentary usage.

**Article VII - Executive Board** *(Constitution, Article VII)*

Section 1. The members of Beta Delta Chapter Executive Board shall be elected officers and the immediate past president. The treasurer and the parliamentarian are ex-officio (without vote).

* 1. No officer will serve on committees unless otherwise designated.
  2. The executive board meets at least twice a year, but may meet more often.
  3. A quorum is the majority of the voting members.

# Article VIII Committees *(Constitution , Article VIII)*

# Section 1. Committee Structure

* 1. The Standing Committees of Beta Delta Chapter shall be:

a. Society Business

Chapter Rules Committee - Executive board

Finance Committee-appointed

Membership Committee-appointed

Nominations Committee-appointed/chaired by a past-president

Program Committee-Executive Board/chaired by first vice-president

Communications Committee-appointed

Professional Affairs Committee-appointed

b. Society Mission and Purposes

Educational Excellence-appointed

Scholarships/Grants-in-Aid Committee/World Fellowship- appointed

* 1. Appointment to committees shall be made by the president and the executive board.
  2. Special Committees (i.e. ad hoc, task force, etc.)may be appointed by the president at any time with the authorization of the Beta Delta Executive Board and function only as long as deemed necessary by the Executive Board. Special committees for Beta Delta include Scholarship Auction, Hostess, Music, and Calling. Descriptions for these committees are in our chapter book.

Section 2. Duties of Beta Delta Chapter Committees

* 1. Society Business
     1. Chapter Rules Committee shall:
     2. prepare and/or update the Chapter Rules each biennium for adoption or approval by the members and inclusion in the chapter yearbook.
     3. take prompt action to keep the chapter rules current and consistent with the most recent revisions in the Constitution, International Standing Rules, Alpha Delta State Bylaws and Alpha Delta State Standing Rules.
     4. Finance Committee shall:
     5. be composed of at least two members and the treasurer.
     6. prepare a budget for each fiscal year.
     7. present the annual budget to the chapter Executive Board for approval and to the membership for final adoption by the start of the fiscal year.
     8. recommend chapter dues and assessments to the Executive Board.
     9. supervise expenditures.
     10. provide for an annual audit/financial review of chapter accounts.
     11. Membership Committee shall:
     12. encourage members to identify and nominate qualified women educators for membership using Recommendation for Membership Form.
     13. receive and review completed prospective membership forms.
     14. present, at a chapter meeting, the candidates names for approval and give a brief introduction of each prospective member.
     15. conduct the voting by secret ballot; approval requiring four-fifths of the ballots cast.
     16. direct corresponding secretary to send invitations to those elected to membership within fifteen (15) days of the election.
     17. plan the orientation and initiation of the members-elect with the chapter officers.
     18. conduct orientation of the members-elect prior to initiation.
     19. initiate members-elect within one year of their election.
     20. plan and conduct memorial services for deceased members.
     21. present names for honorary membership and when approved by the chapter forward the name to Alpha Delta State.
     22. Nominations Committee (chaired by a past-president) shall:
     23. solicit members’ suggestions for elected positions.
     24. prepare a slate of officers with one name per office and present it to the membership for approval at the March meeting in even-numbered years.
     25. Leadership Development Committee shall:
     26. study and recommend action on professional issues (Purposes 3,4).
     27. foster interest in educational issues at the local, state, and national levels.
     28. develop an action program to endorse and support desirable legislation in the interest of education and women educators.
     29. communicate ideas and recommendations between the chapter and state level.
     30. cooperate in research projects authorized by Alpha Delta State and the International Society.
     31. Program Committee (chaired by the first vice-president) shall:
     32. be composed of the executive board
     33. establish a focus for the biennium.
     34. plan and coordinate programs for the biennium that may include the observance of Beta Delta Chapter’s birthday, November 18th and the Society’s Founders’ Day, May 11th.
     35. Communications and Publicity Committee shall:
         + 1. be composed of the editor of the newsletter, the editor of the Year Book, and members appointed by the Beta Delta Chapter president.
           2. inform the chapter membership of upcoming meetings and provide them with important information electronically or in print.
           3. provide each member with a Year Book for the biennium that includes a membership directory and the Beta Delta Chapter Rules.
           4. write press releases for all chapter meetings/functions
           5. keep an up-to-date file of chapter members’ biographical data.
  2. Society Mission and Purposes
     1. Educational Excellences Committee shall:
        + 1. develop and implement programs and projects designed for personal growth of members and service to others communicate ideas and recommendations between the chapter and state levels.
     2. Scholarships/Grants-in-Aid Committee/World Fellowship shall:
     3. develop an awareness of the availability of Delta Kappa Gamma International scholarships, grants, and awards, provide application forms, and keep the membership advised as to application deadlines.
     4. solicit applications from prospective student recipients through school counselors.
     5. review award applications and select recipients.
     6. arrange for recipients and parents to attend our May meeting to receive the award
     7. keep the chapter informed about the happenings of the World Fellowship activities at the State and International levels.

**Article IX - Meetings** *(Constitution, Article IX; International Standing Rules 9.0)*

Section 1. Number and Schedule of Chapter Meeting:

* 1. There will be up to eight meetings per year.
  2. The meetings are held in the following months on the third Tuesday, unless otherwise noted. September, October, November, December, February, March, April, May.
  3. A quorum for holding meetings shall be two-thirds (2/3) of the average attendance.

**Article X Communications/Publications** *(Constitution, Article XII; International Standing Rules 12.52)*

Section 1. Publications

* 1. The president approves all newsletters.
  2. At least two newsletters shall be published annually, allowing more as desired.
  3. The name of the newsletter shall be *Beta Delta Newsletter.*

**Article XI Parliamentary Authority** *(Constitution, Article XV)*

Section 1. Instances in which the authority is not consistent with the Constitution or other adopted rules, the parliamentarian shall consult the latest issue of *Robert’s Rules of Order.*

**Article XII - Amendments** *(Constitution, Article XVI)*

Section 1. Procedure and Time Line of Amending Chapter Rules:

* 1. The Executive board shall review the standing rules at least once during the biennium.
  2. Update of chapter rules shall occur following the international convention.
  3. Individual rules may be considered for amended or rescinded at any regular business meeting by a two-thirds (2/3) vote.

**Article XIII - Dissolution of Chapter** *(Constitution, Article XIX)*

Section 1. Chapter must obtain Alpha Delta State’s approval before taking action to dissolve.

Section 2. Chapter shall follow the International transfer procedures for members wishing to transfer to another chapter.

Section 3. Funds in the chapter accounts are to be sent to Alpha Delta State’s treasurer; the chapter charter, paraphernalia and records are also delivered to Alpha Delta State.