

Standing Rules of Rho Chapter District II, Alabama State Organization Of the Delta Kappa Gamma Society International

I. Chapter Name and Emblem

- A. The name of this chapter shall be Rho, District II, Alabama State Organization, The Delta Kappa Gamma Society International.
- B. This chapter shall be named by the Alabama State Organization and has been designated by the Greek letter *P*.
- C. The key is the official symbol of membership.

II. Mission, Purposes, and Vision Statement

Rho Chapter recognizes the seven purposes of The Delta Kappa Gamma Society International and accepts its mission, purposes, and vision.

III. Membership

A. General

1. Membership is in accordance with the *Constitution, Article III*.
2. Rho Chapter shall have full power to act in matters of chapter membership.
3. Membership in The Delta Kappa Gamma Society International shall be by invitation. A member inducted into the Society becomes a member of the international Society in addition to a state organization and/or a chapter.
4. An individual becomes a member of the Society when she pays her dues.

B. Classification: Active, Reserve, Honorary, Collegiate

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 the activities of the Society.
2. 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, shall be restored to active membership. When in attendance at chapter meetings, reserve members shall pay for the meal at the same rate paid by active and collegiate members.
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.
4. Collegiate members shall be undergraduate or graduate students who meet the following criteria:
 - a. Undergraduate student collegiate members shall (1) be enrolled in an institution offering an education degree and have the intent to continue academically and professionally in the field of education, and (2) be enrolled within the last two years of their undergraduate education degree.
 - b. Graduate student collegiate members shall have graduate standing in an institution offering an education degree and have the intent to continue academically and professionally in the field of education.
 - c. When a collegiate member starts her career as a paid educator, she will pay active dues and become an active member.
 - d. 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.

C. Election

1. Rho Chapter shall implement the Recruitment Plan as suggested by DKG International.
2. Active members shall have the opportunity to identify prospective members by completing a Prospect Card at the October, November, and December meetings.

3. The chairman of the Membership Committee shall present the names and biographies of prospective members at the February meeting.
 4. Vote to approve prospective members shall occur at the March meeting. Vote shall be by show of hands with a 2/3 (two-thirds) vote of acceptance necessary for approval.
 5. All prospective members approved at the March meeting shall be invited by the membership chairman to attend an orientation event prior to the April meeting.
 6. Orientation shall be conducted by the president, second vice-president, and members of the Membership Committee.
 7. Following orientation, each prospective member shall be given a member application form. Completion of form and payment of dues indicate intention to accept membership into Delta Kappa Gamma.
 8. All prospective members who have completed the membership form and made a verbal commitment to pay dues in full shall be invited to attend the April meeting.
 9. During the October meeting, all prospective members who accept membership and pay their dues shall participate in the Delta Kappa Gamma induction ceremony planned and conducted by the Membership Committee and chapter officers.
- D. Transfer
A member in good standing may transfer from one chapter to another upon notification of Society Headquarters.
- E. Termination
1. Membership in the Society is terminated for non-payment of dues and fees, resignation, or death.
 2. The treasurer's records and the chapter minutes shall record the name of any member whose membership is terminated, along with the date and reason for termination.
- F. Reinstatement
Procedures for reinstatement shall be in accordance with the *Constitution, Article III*. A former active or reserve member shall be restored to active membership, without a chapter vote or reinstatement fee, by making a written request for reinstatement to active status.

IV. Finances

- A. Financial matters shall be in accordance with the *Constitution, International Standing Rules*, and the *Alabama State Bylaws and Policies*.
- B. Payment of dues, induction fee, and scholarship fee
1. The membership year is July 1-June 30. A member shall pay annual dues and fees no later than June 30 for the following fiscal year.
 2. For membership or reinstatement commencing between July 1 and December 31, the member shall pay induction fee (new member only), dues, and scholarship fee for the current year.
 3. For membership commencing on or after January 1, the member shall pay one-half the international membership dues.
 4. The chapter treasurer shall collect all dues and fees and shall forward state and international portions as determined by International Society Headquarters.
- C. Division of dues and fees collected shall be as follows:

| | | |
|--------------------------|--------------------------|---------------------------|
| 1. Active Members | International Dues | 40.00 |
| | State Dues | 15.00 |
| | Rho Chapter Dues | 21.50 |
| | Meals | 42.50 (may vary annually) |
| | Grant-in Aid | 5.00 |
| | <u>Scholarship Fee</u> | <u>1.00</u> |
| | Total Active Dues | \$125.00 |

| | | |
|------------------------------|--|-----------------------------------|
| 2. New Members | Induction Fee | 10.00 (2.50 state + 7.50 chapter) |
| | DKG Pin | |
| | <u>Active Membership Dues</u> | <u>125.00</u> |
| | Total Active Dues | |
| 3. Reserve Members | International Reserve Dues | 20.00 |
| | State Reserve Dues | 4.00 |
| | <u>Scholarship Fee</u> | <u>1.00</u> |
| | Total Reserve Dues | \$25.00 |
| | (+ \$8.50 for meal when present) | |
| 4. Collegiate Members | International Dues | \$20.00 |
| | (+ other chapter assessments such as cost of meal and/or pin) | |

- D. The Finance Committee shall submit for adoption a proposed annual budget approved by the president. The treasurer shall serve as an ex-officio member, without vote, on the Finance Committee and shall attend the Finance Committee meetings to answer questions.
- E. The treasurer shall purchase the president's pin (at chapter expense) at the beginning of the first year of the biennium (in time for the April installation ceremony). The treasurer should coordinate with the president to purchase new members' pins each year.
- F. The chapter shall pay the following expenses incurred by the president or her representative to attend the Alabama State Convention, the Alabama State Executive Board Fall Meeting, and the One-Day Workshop (cost of meeting registration, lodging, and meals that are part of the meeting program). Mileage for the president shall be paid in accordance with *Alabama State Bylaws and Policies*.
- G. The chapter shall pay mileage for the president if she is selected by Alabama State to attend the Alabama State Leadership Seminar (odd-numbered years only).
- H. The chapter shall pay the following expenses for the first vice-president to attend the Alabama State Executive Board Fall Meeting and the Alabama State Convention: meeting registration, lodging, and meals that are part of the meeting program. Mileage shall not be paid.
- I. The chapter shall pay the registration fees for any members attending the Alabama State Convention, the Alabama State Executive Board Fall Meeting, and the One-Day Workshop.
- J. The treasurer shall maintain a record of receipts, bills, and bank account statements and submit records each biennium for audit in accordance with the *Constitution* and *Alabama State Bylaws and Policies*, and as determined by the chapter Executive Board.
- K. The treasurer shall maintain an accurate and current membership roster.

V. Organization

- A. Rho Chapter shall govern the conduct of its business in a manner consistent with the *Constitution, International Standing Rules, Alabama State Organization Bylaws & Policies, Rho Chapter Standing Rules, and Robert's Rules of Order Newly Revised*, Current Edition.
- B. Chapter officers, except the treasurer, shall be elected in even-numbered years. The treasurer shall be selected by the chapter Executive Board each biennium.
- C. All chapter officers shall take office on July 1 following election.
- D. The term of each elected officer shall be two years. No officer, except the treasurer, shall serve in the same office longer than two terms in succession.
- E. Rho chapter shall submit the names of incoming elected officers and committee chairs to the state president by April 1 in even-numbered years so that incoming officers and committee chairs may attend a one-day workshop for training.
- F. Rho Chapter president, or her representative, shall represent the chapter as a voting member of the Alabama State Executive Board.

- G. Rho Chapter shall have rules which are consistent with the *Constitution* and the *Alabama State Organization Bylaws and Policies*. A copy of the chapter rules shall be reviewed by the state Rules/Bylaws/Policies Committee each biennium.

VI. **Officers and Related Personnel**

A. General

1. Rho Chapter officers shall be a president, a first vice-president, a second vice-president, a recording secretary, a corresponding secretary (all elected in even-numbered years), and a treasurer (selected by the Executive Board each biennium).
2. Term of office is two years, and no officer, except for treasurer, can serve more than two successive terms.
3. Officers shall perform the duties as prescribed in the *Constitution, Article VI*, and in the *Alabama State Bylaws and Policies*.

B. Officers and Duties

1. The president shall
 - a. Act as presiding officer at regular and called meetings and direct the activities of the organization.
 - b. Act as chairman of the Executive Board.
 - c. Appoint a parliamentarian.
 - d. Appoint standing and special committees.
 - e. Serve as member ex-officio, without vote, on all committees except the Nominations Committee.
 - f. Fill by appointment all vacancies in elected and appointed positions.
 - g. Serve as a member of the Alabama State Executive Board.
 - h. Represent her chapter at all district, state, and international meetings. If the president is unable to attend one of these meetings, the chapter shall be represented by the first vice-president or another member named by the president.
 - i. Take action, with the advice and approval of the Executive Board, on matters that cannot be deferred until the next chapter meeting.
 - j. Write a history of her biennium.
2. The first vice-president shall
 - a. Serve as presiding officer in the absence of the president.
 - b. Succeed to the office of president and serve until the next regular election in the event of the resignation or death of the president.
 - c. Serve as chairman of the Educational Excellence Committee.
 - d. Prepare the chapter's yearbook.
 - e. Perform other duties as designated by the president.
3. The second vice-president shall
 - a. Serve as presiding officer in the absence of the president and first vice-president.
 - b. Succeed to the office of president and serve until the next regular election in the event of the resignation or death of the president and first vice-president.
 - c. Serve as chairman of the Membership Committee.
 - d. Perform other duties as designated by the president
4. The recording secretary shall
 - a. Record minutes of all meetings of the chapter and the Executive Board, including the names, dates, and reasons for member terminations.
 - b. Attend to other duties as designated by the president.
5. The corresponding secretary shall
 - a. Carry on such correspondence and duties as may be delegated by the president.
6. The treasurer shall
 - a. Receive and pay out money belonging to the chapter.

- b. Maintain an accurate account of receipts and expenditures, including all bills, cancelled checks, and bank statements.
 - c. Present a financial report at each regular meeting.
 - d. File all required tax reports.
 - e. Submit for annual audit/financial review the accounts/records of the organization.
 - f. Serve as consultant and member ex-officio, without vote, on the Finance Committee and (if under remunerative contract for her services) on the Executive Board.
 - g. Maintain a permanent file of terminations of membership, including the dates and reasons.
 - h. Order the president's pin at the chapter's expense and make it available before installation of officers.
 - i. Maintain an accurate and current membership roster.
 - j. Assume any other duties as may be assigned by the president.
7. The parliamentarian shall
- a. Act as advisor to the officers and members of the chapter in matters pertaining to interpretations of the *Constitution* and other governing documents.
 - b. Serve as member ex-officio, without vote, on the Executive Board.
 - c. Assume other duties as may be assigned by the president.
- C. Term of Office
- 1. Officers elected by Rho Chapter, in even-numbered years, shall have a term of two (2) years.
 - 2. Only the treasurer may serve in the same office more than two terms in succession
 - 3. All officers shall be installed at the April meeting and take office on July 1 following installation.
- D. 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.
 - 2. When a vacancy occurs in other elected or appointed positions, the president shall name a successor until otherwise stated.
- E. Nominations and Election
- 1. A slate of officers, with one nominee per office, shall be prepared by the Nominations Committee and presented to the membership at the February meeting of even-numbered years. Consent of each nominee shall be obtained.
 - 2. After the Nominations Committee has reported to the chapter, additional nominations may be made from the floor, with prior consent of the nominee.
 - 3. Voting shall occur at the March meeting.
 - 4. If there is only one nominee for an office, election may be by voice vote. If there is more than one nominee for any office, election shall be by a ballot and a majority of votes cast.
 - 5. The report of the Nominations Committee shall include nominees for three members of the Nominations Committee for the following biennium.
- F. Installation
- 1. Installation of officers shall be held at the last meeting of each biennium.
 - 2. The outgoing chapter president is responsible for installation arrangements.
 - 3. The incoming president shall receive her president's pin at the time of installation.

VII. Chapter Executive Board

- A. Members of Executive Board
- 1. The members of the Rho Chapter Executive Board shall be elected officers, treasurer, standing committee chairmen, and the immediate past president.
 - 2. The treasurer and parliamentarian shall serve as members ex-officio, the parliamentarian without a vote, and the treasurer also without a vote if under remunerative contract for her services.
- B. Duties of the Executive Board
- 1. To function in accordance with the *Constitution, Article VII*.
 - 2. To select the treasurer for the biennium.

3. To act in matters requiring immediate action and decision.
 4. To recommend policies and procedures for consideration by members.
 5. To establish rules for budget development and approval and for the supervision of chapter finances.
- C. Meetings of the Executive Board
1. Executive Board meetings shall be held at least twice during the fiscal year at the discretion of the president.
 2. A quorum shall be a majority of the voting members of the board.
 3. When necessary, the president or first vice-president (when the president is unavailable) shall authorize the Executive Board to vote by phone, mail, or email.

VIII. Chapter Committees

- A. General
1. Standing committees shall fulfill responsibilities as defined in the *Constitution, Article VIII*.
 2. Reports requested from chapter committees shall be submitted in the format specified by Society Headquarters.
- B. Standing Committees (appointed) shall be
1. Society Business
 - a. Membership and Induction
 - b. Finance
 - c. Standing Rules/Bylaws/Policies
 - d. Communications and Marketing (formerly Communications and Records)
 2. Society Mission and Purposes
 - a. Educational Excellence (formerly Program of Work/POW Committee)
 - (1) The first vice-president shall serve as chairman of this committee.
 - (2) Other members of this committee will serve as leaders for the following sub-committees:
 - Personal Growth and Services
 - Professional Affairs/Legislation/U.S. Forum/Grant-in-Aid
 - Research
 - Music
 - b. Scholarships and World Fellowships
- C. Standing Committees (elected) shall be
Nominations (elected in even-numbered years)
- D. Special Committees
1. Social
 2. Caring Hearts (Bereavement)
- E. Other committees may be appointed as needed.

IX. Chapter Meetings

- A. Rho Chapter meetings shall be held the first Saturday in October, November, December, February, March, and April. The Executive Board shall determine necessary changes in the dates of the meetings.
- B. At least four regular meetings shall be held each year to conduct chapter business.
- C. Business of chapter meetings shall be conducted at a time and place set by the membership.
- D. All members being notified, chapter 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.
- E. A quorum for chapter meetings shall be one third (1/3) of active members.
- F. All members being notified, matters requiring immediate chapter action may be voted upon by mail (postal or electronic) that provides a valid receipt of each responding chapter member's vote. A majority vote of chapter members [more than half of the chapter members that are voting] shall be required for action.

- G. Ratification of all voting by mail (postal or electronic) must be made at the next face-to-face meeting of the chapter.
- H. There shall be no proxy voting.
- I. The Social Committee shall assign hostesses for each chapter meeting.

X. Areas of Activity

A. Memorials

- 1. Upon the death of a member, a member's husband, her child, her father, or her mother, the Caring Hearts/Bereavement Committee shall send a single red rose on behalf of and at the expense of the chapter.
- 2. Memorial services for members shall be conducted at chapter meetings.

B. Binding of Minutes

The minutes of the chapter shall be bound periodically.

C. Grant-in-Aid

- 1. The Professional Affairs/Legislation/U.S. Forum Committee shall be responsible for the selection of a recipient of the chapter's recruitment grant.
- 2. This grant-in-aid of \$500 shall be given to a female who has been admitted to the college of education at an institution of higher learning and who meets one of the following criteria:
 - a. Is currently enrolled at the junior or senior level pursuing an undergraduate degree
 - b. Has completed a four-year degree and is currently enrolled in a fifth-year program or pursuing an advanced degree that will result in teacher certification in an established field.
- 3. Applications for the grant-in-aid shall be available to the membership at each chapter meeting.
- 4. Closing date for applications to be considered shall be November 15.
- 5. The grant-in-aid shall be awarded (voted on) annually at the December meeting.
- 6. Following acceptance of the nominee by chapter vote, the committee will proceed with notification to the recipient, disbursement of the monetary award, and invitation to attend a chapter meeting.
- 7. The amount of the grant-in-aid shall be set at a minimum of \$500. Any changes in the amount or number of grants awarded annually shall be considered only upon recommendation of the committee and shall require a two-thirds (2/3) approval vote of members present.
- 8. Members will be encouraged to honor or memorialize other DKG sisters by making contributions to the grant-in-aid fund.
- 9. The treasurer shall receive the funds and shall notify the corresponding secretary of the donor and the honoree.
- 10. The corresponding secretary shall send an acknowledgement card to both the donor and the honoree.
- 11. The amount of total contributions shall be disclosed on the treasurer's report.
- 12. No contribution shall be considered too small or too large to be accepted as a donation to the fund.

XI. Parliamentary Authority

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

XII. Amendments

- A. A new standing rule may be adopted by a simple majority vote of members present, provided the proposed rule has been announced one month in advance.
- B. Proposed amendments to *Standing Rules* may be submitted to the Executive Board by any member or any committee.

- C. All proposed amendments shall have been approved by a two-thirds (2/3) vote of the Executive Board before being submitted to the membership.
- D. These Standing Rules may be amended at any chapter meeting by a two-thirds (2/3) approval vote of members present, provided notice of the proposed change has been given a month before vote is taken.

XIII. Conflict of Interest Policy

- A. Rho Chapter affirms the Delta Kappa Gamma Conflict of Interest Statement as outlined in the *Constitution and Alabama State Organization Bylaws and Policies*.
- B. Annually, Rho Chapter shall approve a motion to affirm the Conflict of Interest Statement.
- C. The minutes shall record the vote affirming the Conflict of Interest Statement.
- D. Any audit will check for the new IRS requirement as a 501(c)3 organization. Contributions to international projects are tax deductible.

XIV. Dissolution

Dissolution of Rho Chapter shall be in accordance with the *Constitution and Alabama State Organization Bylaws and Policies* as follows:

- A. Before dissolution of Rho Chapter, the chapter president must send a letter to the state president requesting dissolution. The state president will present the request to the Alabama State Executive Board for approval.
- B. Members desiring to maintain membership will transfer to another chapter.
- C. The chapter's charter must be returned to the state organization to be forwarded to Society Headquarters.
- D. Any remaining funds in the chapter account shall be sent to the state treasurer and placed in the Alabama State Available Fund.
- E. The chapter's paraphernalia and the chapter records shall be relinquished to Alabama State.
- F. The Alabama State Executive Board shall decide if the Greek name shall be reused.

Date Amended: 10/05/2019

Lea Kirkland, Chairman, Rho Chapter Standing Rules Committee

Kathy Potter, President, Rho Chapter