

**Standing Rules of Rho Chapter**  
**District II, Beta State, Alabama**  
**Organization of The Delta Kappa Gamma Society International**  
**Revised February 3, 2018**

**I. Purposes, Mission, and Vision Statement**

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

**II. Membership**

- A. The membership of Rho Chapter shall be composed of active, reserve, and honorary members. All membership classifications are in accordance with the *International Constitution, Article III, Section B* and *International Standing Rules, 3*.
- B. Rho Chapter shall have full power to act in matters of chapter membership.
- C. Rho Chapter shall implement the Recruitment Plan as suggested by DKG International.
  - 1. Active members shall have the opportunity to identify prospective members by completing a Prospect Card at the October, November, and December meetings.
  - 2. The chairman of the Membership Committee shall present the names and biographies of prospective members at the February meeting.
  - 3. Vote to approve prospective members shall occur at the March meeting. Vote shall be by show of hands with a 2/3rds vote of acceptance necessary for approval.
  - 4. 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.
  - 5. Orientation shall be conducted by the president, second vice-president, and members of the Membership Committee.
  - 6. Following orientation, each prospective member shall be given a member application form. Completion of form and payment of dues indicates intention to accept membership into Delta Kappa Gamma.
  - 7. 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.
  - 8. During the October meeting, all prospective members who accept membership and pay their dues shall participate in the Delta Kappa Gamma initiation ceremony planned and conducted by the Membership Committee and chapter officers.
- D. A member shall be considered an active participant of the organization when she pays her dues and takes an active role during the fiscal year.
- E. **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. When in attendance at chapter meetings, reserve members shall pay for the meal at the same rate paid by active members.
- F. **Termination of membership** shall be in accordance with the *Delta Kappa Gamma Society International Constitution Article III, Section E*. Termination of memberships shall be due to nonpayment of dues and fees, resignation, or death. The treasurer's records and the minutes shall give the dates and reasons for terminations.
- G. **Procedures for reinstatement** shall be in accordance with the *Constitution, Article III, Section F*. Former active and reserve members may be restored to active membership without a chapter vote or reinstatement fee. A former member should simply make a written request for reinstatement.

### III. Finance

- A. **Dues and scholarship fees** for the coming fiscal year (July 1-June 30) may be paid at the last meeting of the year. Annual dues shall be paid no later than October 31. On November 1, members shall be dropped for nonpayment of dues. The chapter treasurer shall collect all dues and fees.
- B. **State and International dues** shall be forwarded to the state treasurer.
- C. The division of dues collected shall be as follows:

1. **Active Members**

International Dues	\$ 40.00
Beta State Dues	\$ 15.00
Rho Chapter Dues	\$ 21.50
Meals	\$ 42.50 (may vary annually)
Grant-in-Aid	\$ 5.00
<u>International Scholarship</u>	<u>\$ 1.00</u>
<b>Total - Active Membership</b>	<b>\$125.00</b>

2. **Reserve Members**

Reserve Dues	\$ 20.00
Beta State Dues	\$ 4.00
<u>International Scholarship</u>	<u>\$ 1.00</u>
<b>Total - Reserve Membership</b>	<b>\$ 25.00</b>
<b>(+ \$8.50 for meal when present)</b>	

- 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 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 Beta State Convention, the Beta State Fall Executive Board Meeting, and the District Meeting: meeting registration, lodging, and meals that are part of the meeting program. Mileage for the president shall be paid in accordance with *Beta State Bylaws and Policies*.
- G. The chapter shall pay mileage for the president if she is selected by Beta State to attend the Beta State Leadership Seminar (odd-numbered years only).
- H. The chapter shall pay the following **expenses for the first vice-president** to attend the Beta State Fall Executive Board Meeting and the Beta 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 Beta State Convention, the Beta State Fall Executive Board Meeting, and the District Meeting.
- J. The treasurer shall maintain a record of receipts, bills, and bank statements and submit records each biennium for **audit** as determined by the Executive Board [compliance with *International Constitution, VI.C.9.a.(3)*].

### IV. Meetings

- A. 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. At least four regular meetings shall be held each year to conduct chapter business.

- B. **Business of chapter meetings** shall be conducted at a **time and place** set by the membership.
- C. A **quorum for chapter meetings** shall be **one third (1/3) of active members**.
- D. The **Social Committee** shall assign hostesses for each chapter meeting.
- E. **Executive Board meetings** shall be held at least twice during the fiscal year at the discretion of the president. 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.

## V. Officers and Committees

- A. The **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). The treasurer is an ex-officio member of the Executive Board and Finance Committee. If under remunerative contract for her services, she shall be without vote on the Executive Board. Officers assume duties on July 1 in the year following their election. Term of office is two years, and no officer, except for treasurer, can serve more than two successive terms.
- B. The **officers** shall perform the **duties** as prescribed in the *Constitution, Article VI*, and *Beta State Bylaws* (available at [www.dkg.org](http://www.dkg.org)).
- C. **Standing Committees** (appointed, with the exception of the Nominations Committee) shall be
  - 1. Society Business
    - a. Membership and Initiation
    - b. Finance
    - c. Standing Rules/Bylaws/Policies
    - d. Nominations (elected in even-numbered years)
  - 2. Educational Excellence (formerly called Program of Work/POW Committee) –The first vice-president shall serve as chairman of this committee. Other committee members shall consist of chairmen of the four sub-committees (a-d).
    - a. Personal Growth and Services
    - b. Professional Affairs/Legislation/U. S. Forum (Grant-in-Aid)
    - c. Research
    - d. Music
  - 3. Educational Services
    - a. Communications and Records
    - b. Scholarships and World Fellowships
  - 4. Special Committees
    - a. Social
    - b. Caring Hearts (Bereavement)
- D. **Standing committees** shall perform the **duties** as prescribed in the *Beta State Bylaws*.
- E. Other committees may be appointed as needed.
- F. The **members of the Executive Board** shall be elected officers, treasurer, standing committee chairmen, and the immediate past president.
- G. The Executive Board shall perform the duties as prescribed in *Beta State Bylaws*, including determining the storage of chapter records.

- H. The **Nominations Committee**, composed of three members, shall be elected in even-numbered years at the same time as officer elections.
- I. The Nominations Committee shall submit the name of one nominee for each elective office and three members of the Nominations Committee in February of even-numbered years. Consent of the nominee shall be obtained. The proposed slate of officers and members of the Nominations Committee shall be voted on in March of even-numbered years (compliance with *International Constitution* and *Beta State Bylaws*).
- J. **Installation of officers** shall be held at the last meeting of each biennium. The outgoing chapter president is responsible for the arrangements. The incoming president shall receive her president's pin at the time of installation.
- K. The **parliamentarian** shall be appointed by the president and is an ex-officio member of the Executive Board, without vote.

## VI. Grant-in-Aid

- A. The **Professional Affairs/Legislation/U.S. Forum Committee** shall be responsible for the selection of a recipient of the chapter's recruitment grant. This grant-in-aid of \$500 shall for be given to a female who has been admitted to the college of education at an institution of higher learning and meets one of the following criteria: (1) Is currently enrolled at the junior or senior level pursuing an undergraduate degree. (2) 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.
- B. **Applications for the grant-in-aid** shall be available to the membership at each meeting of Rho Chapter. **Closing date for applications** to be considered shall be **November 15**. The Grant-in-Aid Committee shall nominate the grant-in-aid recipient at the December meeting. 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.
- C. The **amount of the grant-in-aid** shall be set at a minimum of \$500 (See VI-A). Any changes in the amount of the grant 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.
- D. Members will be encouraged to honor or to memorialize other Delta Kappa Gamma sisters by making **contributions to the Rho Chapter grant-in-aid fund**. The treasurer shall receive the funds and shall notify the corresponding secretary of the donor and the honoree. The corresponding secretary shall send an **acknowledgement card** to both the donor and the honoree. **The amount of total contributions shall be disclosed on the treasurer's report**. No contribution shall be considered too small or too large to be accepted as a donation to the fund.

## VII. Areas of Activity

### A. Memorials

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. Memorial services for members shall be conducted at chapter meetings.

### B. Minutes

The minutes of the chapter shall be bound periodically.

### C. Standing Rules

1. 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.
2. 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.

#### **VIII. Conflict of Interest Policy**

- A. Rho Chapter affirms the Delta Kappa Gamma Conflict of Interest Statement (*Beta State Bylaws, February 2015 Revision*).
- 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.


#### **IX. Dissolution**

Dissolution shall be in accordance with the *Delta Kappa Gamma Society International Handbook*.

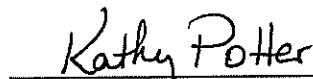
#### **X. Parliamentary Authority**

*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, Beta State Bylaws and Policies*, and *Chapter Standing Rules*.

Adopted: February 3, 2018

  
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Becky Bridges, Chairman, Standing Rules Committee

  
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Kathy Potter, President, Rho Chapter