

# Delta Zeta Chapter Rules

## I. Name

The name of this chapter shall be Delta Zeta Chapter. Eta State Organization, the Delta Kappa Gamma Society International.

- A. Delta Kappa Gamma may be known as DKG.  
Each member, chapter, and state organization will decide its preference.
- B. Members may decide where and when to wear society jewelry.

## II. Mission and Purposes

### A. Mission Statement

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

### B. Purposes

The purposes of Delta Zeta Chapter shall be the seven Purposes of The Delta Kappa Gamma Society International and those of Eta State Organization.

### C. Vision Statement

Leading Women Educators Impacting Education Worldwide

## III. Membership

Membership is in accordance with the *Constitution*, Article III, and the *International Standing Rules*, 3. The chapter has full authority for the administration of membership.

### A. Selection and initiation of new members

1. The chapter will induct seven new members every other year and may induct an honorary member in years when new members are not inducted.
2. Recommendation for Membership (Form 11) shall be completed by the sponsor(s) and returned to the membership chairman before November 1.
3. The Membership Committee shall review Recommendations for Membership (Form 11) and

- present the candidates' names to the chapter membership at the November meeting.
4. Voting for prospective members will occur at the January meeting.
  5. The general membership shall vote by secret ballot. A simple majority will elect the candidate to membership.
  6. Invitations to membership shall be in writing and delivered in person, if possible within 7 days following election to membership.
  7. Orientation for members-elect and current members shall be held in March.
  8. The orientation program shall be the responsibility of the chapter president and the membership chairman.
  9. Members-elect will indicate in writing their acceptance to membership within 30 days.
  10. Initiation of new members shall be held at the May meeting. The members of the Membership/Committee will be responsible for the initiation.
  11. Honorary members shall have given or be giving distinguished service to education and/or women that is of local significance to the chapter area.
  12. Membership shall be terminated for non-payment of dues and fees or resignation (#12, p. 17, Handbook).
  13. The recording secretary shall record in the chapter or executive board meeting minutes the name of any member whose membership is terminated. The record shall include the reason and date of termination.
  14. Reserve membership shall be granted only to a member who is unable to participate fully in the activities of the chapter because of physical disability and/or geographic location.
    - a. Reserve status shall be granted by a majority vote of the chapter.
    - b. A reserve member, so requesting, shall be restored to active membership; no voting required.
  15. A former member shall be reinstated to active membership by the chapter receiving the request; no voting required.

16. An active member shall be a woman who is employed as a professional educator at the time of her election or has been retired from an educational position. An active member shall participate in the activities of the Society.

C. Procedures in the event of illness or death of a member

1. Special recognition of a member's death shall be financed by the chapter assessment/dues.
2. The executive board shall decide on the disposition of Society jewelry that has been returned to the chapter.
3. The corresponding secretary will send a card on behalf of the chapter to a member who is hospitalized
4. When a member of Delta Zeta chapter dies, the quick call contact for the area in which the member lived will order and deliver (or arrange the delivery of) a red rose to the nearest family member. The quick-call contact will also notify the president. The president and the corresponding secretary will send cards and the chapter will contribute \$10.00 to one of the Delta Kappa Gamma Education funds. Chapter officers will decide to which fund the gift will be made, based on the deceased member's interests and activities. The chapter will pay for the rose.
5. The Necrology Committee, which will function as a subcommittee of the membership committee, will be responsible for conducting a short memorial service at the meeting following the death of a member.
6. When a family member of a Delta Zeta member dies, the quick-call contact will order and deliver (or arrange for the delivery of) a red rose to the member. The chapter will pay for the rose.

#### **IV. Finance**

Financial matters are in accordance with the Constitution, International Standing Rules and Eta State Organization

Bylaws.

- A. The Finance Committee shall make recommendations for changes in dues no later than July. All members shall be notified prior to the first meeting of the fiscal year. Chapter dues shall be determined annually by chapter vote at the summer open executive board meeting.
- B. Annual chapter, state organization and international dues and fees shall be collected by the chapter treasurer prior to October 31 and forwarded to the Eta State Organization treasurer by November 10.

International dues are	\$40.00
State dues are	\$15.00
Local dues are	\$55.00
- C. A chapter cannot be assessed by another level of the Society. Only the chapter can assess itself to support its projects of choice.
- D. The finance Committee shall develop an annual budget and present it to the membership for approval no later than the first business meeting of the fiscal year.
- E. The chapter treasurer shall maintain a record of receipts, bills, and bank statements.
- F. An audit will be conducted by the finance committee at the close of the fiscal year.
- G. All committee chairmen, officers, and members will submit expenses to the treasurer. All expenses must be approved by the president. Special funds may be created by the Executive Board with approval from the membership.
- H. The chapter president's pin will be presented to her by her chapter at the time of her installation as the elected chapter president.
- I. Program presenters will receive a small gift of appreciation from the chapter, purchased and presented by the program chairman, and paid for from the treasury. Non-member speakers will be paid a maximum of \$25.00 if requested.
- J. Chapter funds shall be made available each year to the chapter president and/or any member(s) attending the State Convention, International Convention or regional

meetings.

- K.. The chapter will provide handbooks and constitution for officers. New members will receive a yearbook binder; however, replacement binders must be purchased by the member.
- L. The World Fellowship Fund donation will be made at the last meeting of the fiscal year, and the money shall be sent to the International treasurer.

## **V. Organization**

Delta Zeta Chapter shall govern the conduct of its own business in a manner consistent with the Constitution, the International Standing Rules, the Eta State Organization Bylaws, the Eta State Organization Standing Rules and the Delta Zeta Chapter Standing Rules.

Delta Zeta Chapter retains membership in the Region 1, Eta State Coordinating Council.

The president of Delta Zeta is a voting representative of the Eta State Executive Board.

## **VI. Officers and Related Personnel**

Delta Zeta Chapter officers shall be a president, a first vice president (president-elect), a second vice president, a recording secretary, a corresponding secretary (all elected), and a treasurer appointed by the executive board.

- A. Officers are elected to a two-year term of office or until a successor is named, except the treasurer
- B. Elections are held in even-numbered years.
- C. The procedure for elections is either by secret ballot or majority vote of those in attendance.
- D. A slate of officers, with one nominee per office, shall be prepared by the Nominations Committee and presented to the membership at the January meeting, with election taking place in March.
- E. The ballot shall include the slate of officers and nominees for the Nominations Committee.
- F. A treasurer shall be appointed by the executive board at the first meeting for the biennium.

- G. A parliamentarian, who is not an officer and may be a non-member, shall be appointed by the president.
- H. Officers shall perform duties as specified in the Constitution, VI, the Eta State Organization Bylaws, and as authorized in the Delta Zeta Chapter Standing Rules.
- I. The president shall serve as delegate to the Coordinating Council, if a coordinating council exists.
- J. The first vice president shall serve as president-elect and chairman of the Educational Excellence Committee.
- K. The second vice president shall serve as chairman of the Membership/Nomination Committee.
- L. The treasurer shall order the president's pin at the chapter's expense and make it available to the Rituals Chairman before installation of officers.

## **VII. Executive Board**

The members of Delta Zeta Chapter Executive Board shall be the elected officers and the immediate past president as members and the treasurer and the parliamentarian as ex officio members, without vote. Other members, such as committee chairmen, may be added but will be ex-officio, without vote. (Ex-officio means "with vote" unless it is stated "without vote". Voting members should be elected not appointed.)

The Executive Board shall meet at least twice each year and may meet more often if needed.

The Executive Board quorum shall be 2/3 of the voting members of the board.

The Delta Zeta Chapter Executive Board shall function according to the Constitution, VII, C.

## **VIII. Committees**

### **A. Standing Committees**

1. Society Mission and Purposes:
  - a. Beginning Teacher Support
  - b. Educational Excellence
  - c. Educational Law and Policy/ US Forum
  - d. Personal Growth and Service
  - e. Membership/Nominations

- f. Scholarship/World Fellowship
  - 2. Society Business
    - a. Communications/Publicity
    - b. Finance
    - c. Rules
  - 3. Ad Hoc
- B. General Procedures for Committees
  - 1. All standing committees or committee chairs shall be appointed by the president for a two-year term.
  - 2. Special committees (ad hoc) shall be appointed by the president and are dissolved after making a final report to the chapter.
  - 3. The president shall be an ex-officio member of all committees. She shall have voting privileges on all of them except the Nominations Committee.
  - 4. Committee expenses shall be submitted to the president for approval prior to being submitted to the treasurer according to Article IV, Finance Control.
  - 5. Committee chairmen shall receive from their predecessors the records, files, and other information of their respective committee at a time to be designated by the chapter president.
  - 6. Duties of the committee chairmen are to:
  - 7. Coordinate committee planning and implementation of goals and activities for the year, including presenting a program when feasible.
  - 8. Keep an up-to-date file of committee work.
  - 9. Send necessary reports to the chapter president by a designated date. The chapter president will send all reports to the state.
  - 10. Present a report of on-going committee activities at chapter meetings. Submit a copy to the presiding officer or secretary for reference and filing.

C. Specific Duties of Society Mission and Purposes Standing Committees

- 1. Beginning Teachers Support
  - a. Provides support in order to retain beginning teachers.
  - b. Plans activities for beginning teachers to give them

encouragement.

- c. Sends a report of the committee's work to the president per request.

## 2. Educational Excellence

- a. Encourages chapter members to continue educational growth.
- b. Plans, coordinates, and supervises chapter programs and presentations.
- c. Develops and implements programs to enrich the personal and professional lives of members.
- d. Promotes chapter projects.
- e. Supports the programs of Delta Kappa Gamma Society International such as Schools for Africa, Fines Arts, Global Awareness.
- f. Prepares, updates, and distributes the Yearbook annually.
- g. Informs members of current educational research.
- h. Sends a report of the committee's work to the chapter president per request.

## 3. Educational Law and Policy/ US Forum

- a. Informs members about professional concerns and legislation that affects education and women educators.
- b. Encourages members to participate in local and state legislation.
- c. Encourages members to participate in activities designed to improve the professional status of women.
- d. Sends a report of the committee's work to the president per request.

## 4. Personal Growth and Service

- a. Promotes personal growth of chapter members.
- b. Develops relationships with the community through activities such as The Delta Zeta Annual Spelling Bee, OBX Marathon Hydration Stations, and American Cancer Society Relay for Life.
- c. Sends a report of the committee's work to the president per request.

## 5. Membership/Nominations

- a. Provides support and fellowship for members.
- b. Oversees process of recommending new members & maintaining membership.
- c. Conducts orientation for new members.
- d. Conducts reorientation of chapter members periodically.
- e. Maintains member profiles and collects demographic data as requested.
- f. Maintains and submits necrology records and reports to the state necrology chairman immediately after the death of a member.
- g. Plans and presents a short memorial service for the deceased member at the next chapter meeting.
- h. Solicits and presents candidates for chapter officers.
- i. Prepares for installation of new officers.
- j. Sends names and addresses of the newly elected officers to the state president and the international executive board .
- k. Sees that rituals are observed and ceremonies are conducted appropriately.
- l. Sends a report of the committee's work to the president per request.

#### 6. Scholarship/ World Fellowship

- a. Encourages members to continue their educational growth.
- b. Informs members concerning World Fellowship grants to women educators.
- c. Encourages members to apply for available scholarships on state and international levels.
- d. Solicits applications and selects recipients of grant-in-aid and scholarships and maintains contact with recipients.
- e. Sends a report of the committee's work to the chapter president per request.

#### D. Specific Duties of the Society Business Committees

##### 1. Communications/Publicity

- a. Enhances communication within our chapter.
- b. Publicizes information about the society with photographs and written articles.
- c. Oversees preparation of the quarterly newsletter, The

Delta Zeta Review.

- d. Maintains webpage.
- e. Maintains chapter history.
- f. Collects information for scrapbook.
- g. Sends news of chapter programs, projects, and activities to the state president.
- h. Sends copies of The Delta Zeta Review to the state president, the Eta State Editor, the Regional Director, and the State Communications and Publicity Committee chairman.
- i. Sends a report of the committee's work to the chapter president per request.

2. Finance

- a. Provides annual audit.
- b. Supervises chapter finances.
- c. Sends a report of the committee's work to the president per request.

3. Rules

- a. Receives proposal for amending or revising Delta Zeta rules.
- b. Studies all proposals.
- c. Presents recommendations to the Executive Board for approval.
- d. Presents board-approved recommendation of changes in chapter rules to chapter.
- e. Sends a report of the committee's work to the president per request.

D. *Standing Committees shall fulfill responsibilities as outlined in the Constitution.*

- E. *The Membership/Nominations Committee shall meet annually during each biennium. It will consist of five members, each elected for a four year term, three members elected in one biennium and two in the alternate biennium. One member will be appointed by the chapter president to serve as chairman.*

## IX. Meetings

- A. Delta Zeta Chapter shall meet at least six times per year, but not less than four times, during the months of July, September, November, January, March, and May.
- B. The Delta Zeta chapter of Eta State shall meet no more than eight times a year.
- C. The meetings for special functions will be:
  - (1) Founders' Day
  - (2) Delta Kappa Gamma Birthday Celebration
  - (3) Orientation
  - (4) Initiation
  - (5) Installation
  - (6) World Fellowship
- D. A quorum shall consist of one half (50%) of the chapter's active membership for all business meetings.

## X. Awards

Delta Zeta Chapter shall sponsor a grant-in-aid of at least \$100.00.

- A. The chairman of the Scholarship Committee will provide applications to area high school guidance counselors by February 1.
- B. The deadline for the applications shall be set by the high school guidance offices.
- C. Applicants must be seniors, pursuing a career in education at an accredited college or university.
- D. The Scholarship Committee will select a winner.
- E. A formal presentation will be made at the year end remitted to the recipient(s)' college financial office.

## XI Parliamentary Authority

The rules contained in *Robert's Rules of Order Newly Revised* (current edition) shall govern chapter proceedings in all cases to which they are applicable and in which this authority is not inconsistent with the *Constitution*, the *State Standing Rules*,

or other adopted Society rules, and any statutes applicable to this organization that do not authorize the provisions of the *Constitution* to take precedence.

The Delta Zeta Chapter Rules, current edition, are designated for the governance of the chapter in all instances in which the authority is not inconsistent with the Constitution or other adopted Society rules.

## **XII Amendments**

- A. The executive board shall review the rules at least once during the biennium.
- B. Individual rules may be considered at any regular business meeting.
- C. Proposed amendments to these rules may be presented in writing at any regular business meeting. Voting on the proposal shall take place at the meeting following the one at which it was presented. An exception shall be made if changes in the Delta Zeta Chapter's Rules are necessary to comply with changes in State or International Standing Rules. In those cases, amendments may be proposed and voted on at the same meeting.

## **XIII. COMMUNICATIONS/PUBLICITY**

A Newsletter, *The Delta Zeta Review*, will be published at least quarterly, following the approval of the president and emailed to all members with e-mail accounts and posted on the Delta Zeta webpage. Members without access to a computer will be mailed a copy by US Postal Service. The chapter may meet through electronic communication as long as all members may simultaneously hear one another and participate during the meeting such as with Skype or conference calls.

## **XIV. DISSOLUTION**

In the event of dissolution of Delta Zeta Chapter:

- A. The chapter shall obtain Eta State's approval prior to taking any action of dissolution.
- B. The transfer of members shall be made according to international transfer procedures.
- C. The chapter assets shall be used to pay or make adequate provision for all liabilities and obligations.
- D. Funds remaining in chapter accounts are to be sent to the Eta State Treasurer and the chapter charter, paraphernalia and records will be delivered to Eta State

7/21/17 date of last revision