

Gamma Mu Chapter Standing Rules

THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL

PURPOSE

Chapter Standing Rules are those procedures adopted by vote of the members that govern the administration of the chapter. *Robert's Rules of Order Newly Revised* state that procedures that have been followed over a period of time can be written as rules of the organization. Adopting a new rule may be accomplished by a majority vote with prior notice to the meeting. To amend a rule already requires a 2/3 vote with prior notice. No provisions of this document shall be in conflict with those of Xi State and the Delta Kappa Gamma Society International.

ARTICLE I NAME

The name of this chapter shall be Gamma Mu Chapter, Xi State (Tennessee) Organization, The Delta Kappa Gamma Society International.

ARTICLE II PURPOSE

The purposes of Gamma Mu Chapter shall be the seven purposes of The Delta Kappa Gamma Society International and those of the XI State Organization.

To unite woman educators of the world in genuine spiritual fellowship;

To honor women teachers who have given or who evidence potential for distinctive service in any field of education;

To advance the professional interest and position of women in education;

To sponsor and support desirable legislation and initiate legislation and the interest of women educators;

To endow scholarships to aid outstanding women educators in pursuing graduate study and to grant fellowships to women educators from other countries;

To stimulate the personal and professional growth of members and to encourage their participation in appropriate programs of action;

To inform the membership of current economic, social, political, and educational issues that they may become intelligent, functioning members of a world society.

ARTICLE III MEMBERSHIP

Membership is in accordance with the CONSTITUTION, ARTICLE II and the STANDING RULES, Section 3. The chapter has full authority for the administration of membership.

A. Membership in the Society shall be by invitation only. Members must have 0 years of educational experience. A person is eligible for membership for up to 5 years past retirement.

B. There are three classes of membership:

1. **ACTIVE:** Members who have been duly elected by a professional vote of the members and who meet the financial obligations of initiation and dues, or members who transfer may be active members of Gamma Mu Chapter.
 2. **RESERVE:** as defined by the 2002 International convention. "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 geographical location."
 3. **HONORARY:** Special friends of education may be invited to become honorary members of the chapter.
- C. The Membership Committee shall have applications to nominate new members available at all meetings and at the March meeting, will accept nominations. At the April meeting, the Executive Board will recommend the number of members to be accepted. "The candidates for active membership shall be voted upon in a chapter meeting by ballot. The election shall be either by preferential ballot or by approval of 4/5 of the ballots cast." (*Constitution of The Delta Kappa Gamma Society International* 1998 p. 2) The 2002 International Convention now allows chapters to determine manner of voting for new and reinstated members. Orientation of new members, conducted by the Membership Committee, will take place during the summer following their election. Orientation is to acquaint new members with goals and policies of the Society. A reorientation from time to time is desirable for all members. The Membership Committee conducts the initiation for new members at the August meeting.
- D. Membership may be terminated by a letter of resignation approved by the membership or by failure to pay by October 31st, the required dues of the Society. A resignation from membership must be presented to the chapter president and voted upon by the chapter. The resignation should carry with it an explanation for withdrawal. Prior to the vote, the president should contact the member and explain other options.
- E. A member may be reinstated by written request and by meeting the financial responsibilities of membership. There is no reinstatement fee according to the 2002 International Convention.
- F. Only active and reserve members may transfer membership.

ARTICLE IV FINANCE

A. Dues and Fees

1. Dues and fees are paid annually by October 31st. Payment includes International, State, and Chapter dues.

Dues for 2011-2012			
	ACTIVE	RESERVE	NEW MEMBERS
International	\$40.00	\$40.00	\$40.00
Initiation Fee			\$ 10.00
State	\$14.00		\$14.00
State Scholarship	\$14.00	\$1.00	\$ 1.00
Special Scholarship	\$ 1.00		\$ 1.00
Golden Gift Fund	\$ 1.00		\$ 1.00
Chapter	<u>\$16.00</u>	<u> </u>	<u>\$16.00</u>
	\$70.00	\$ 41.00	\$78.00

2. Deadline for payment of annual dues is not later than October 31st. On November 1st, members shall be dropped for non-payment of dues and fees (*Constitution of The Delta Kappa Gamma Society International 1998, p. 3*).
3. Occasionally, contributions may be collected from members for special Chapter, State, or International programs.

B. Financial Controls

1. The Financial Committee shall submit a budget to the Executive Board annually at the summer meeting. The budget will be presented to the chapter members at the August meeting.
2. Dues will be raised in keeping with State and International raises and the general economy.
3. The Chapter Treasurer shall sign checks covering chapter expenditures.
4. The fiscal year begins July 1st and ends June 30th.
5. Books shall be closed and annual audit will be made by members of the Finance Committee before June 30th of each year.
6. At the beginning of her biennium, the chapter president shall be awarded a President’s Pin. The cost of the pin will be paid from the chapter’s treasury.
7. The Chapter provides funds to the President to assist with expenses incurred while attending State and International meetings. On even numbered years, funds are also provided by the Chapter for the incoming President to attend the XI State Convention. If the president’s expenses are less than budgeted, expenses for other chapter members in attendance may be paid.

Article V Officers and Related Personnel

- A. Chapter officers (except the parliamentarian and the historian) and the Nominations Committee shall be elected in even numbered years and take office July 1st, following election. The term of each elected officer shall be two years, and no officer (except the treasurer) may serve in the same office longer than two terms in succession. Vacancies in office shall be filled by appointment by the President. Elected officers include:

PRESIDENT: The President shall preside at chapter meetings and those of the Executive Board. The President shall appoint committee chairmen and members and shall be an ex-officio member. The President shall demonstrate leadership in development of chapter organization, and shall participate in state and international programs. She shall, if possible, attend Xi State Convention and the Leadership Seminar for Presidents, and additional meetings, conferences, and programs when necessary.

FIRST VICE PRESIDENT: The First Vice President shall preside in the absence of the President. She serves as program chairman. The program Committee is composed of the chairman of the Program of Work.

Committees: Personal Growth, Professional Affairs, Music, and the Chaplain. The Program of Work Committee will determine the yearly programs in a team effort based on the International focus.

SECOND VICE PRESIDENT: The Second Vice President shall preside over chapter meetings and Executive board meetings in the absence of the President and First Vice President. She will develop the year book, serve as the chairman of the Summer Tea (see duties as defined in Article X-D), and assist the First Vice President with programs, if necessary.

Yearbooks should be distributed at the September meeting or at the latest, in November. It is the duty of the Second Vice President to guarantee that members receive their yearbooks by distribution at the meeting or by delivery by hand or mail. The Second Vice President shall mail either by U.S. mail or e-mail to Xi State First Vice President and other State officers by December 15th each year.

RECORDING SECRETARY: The Recording Secretary shall keep accurate notes on business and make available for approval at the following meeting. After approval, the minutes shall be filed properly for future reference. The Recording Secretary also maintains a record of attendance at meetings.

CORRESPONDING SECRETARY: The Corresponding Secretary shall be responsible for mail and communication, reporting on these as necessary. She will submit articles to The Tomahawk (local newspaper) about chapter news. She is also responsible for selecting gifts and for sending flowers and cards when necessary (see duties as defines in Article X-B).

- A The Treasurer shall be elected and shall be responsible for receipts and expenditures. She shall make a report at each business meeting. She is an ex-officio member of the Finance Committee.
- B. The Parliamentarian shall be appointed by the President, is not a chapter officer, and serves as an ex-officio member, without vote, of the Executive Board. She will be in charge of the Visual Arts display at Xi State for Gamma Mu Chapter.
- C. The Historian/Scrapbook Chairman shall be appointed by the President and will record the various activities of Gamma Mu Sisters in Society business and other related events. She will compile throughout the year any information about the membership-history, newspaper articles, etc. That would help preserve an accurate history through the years.
- D. The Nomination Committee shall present officer nominations at the November meeting. Members will vote on the new slate of officers immediately following the presentation. Installation of new officers will take place during the April meeting.

ARTICLE VI EXECUTIVE BOARD

- A. The Executive Board shall be made of elected officers, the Parliamentarian, and the Treasurer.

- B. It is the duty of the Board to discuss and organize the chapter's business and to make recommendations to the chapter. In case of pressing problems, when a chapter meeting is not feasible, the Executive Board may take action for the chapter.

ARTICLE VII COMMITTEES

- A. Standing Committees in the chapter shall correspond to those in Xi State and Delta Kappa Gamma International. Duties and responsibilities of each committee are defined in parent publications.

- B. *Standing Committees*

- 1. Society Business Committees shall include:

- a. Finance: Shall submit a budget annually at the summer Executive Board meeting. On transition year, the committee shall submit a budget to the Executive Board prior to the August meeting. The committee will complete an annual audit of the books before June 30th.
 - b. Leadership
 - c. Membership : Shall make an application for new members available at every meeting. They will conduct the Orientation for new members, initiation, necrology services, and present a program for Founder's Day.
 - d. Nominations: Shall present a slate of officers at the November meeting, take a vote on the slate of officers, and conduct the installation of new officers at the April meeting.
 - e. Expansion
 - f. Legislative: Shall keep the chapter informed of current legislative activities related to education and encourage member involvement on boards, commissions, and community/state decision-making. She shall attend the Xi State Legislative Symposium in February (if possible). She shall invite legislative/ community leaders to speak at chapter meetings.
 - g. Rules (by-laws) See Article XI
 - h. Historian/ Scrapbook: Compile throughout the year any information about the Gamma Mu membership, history, newspaper articles, etc. that would help to preserve an accurate account of chapter history.

- 2. Program of Work Committees shall include:

- a. Program(See Article V-A, First Vice President)
 - b. Personal Growth and Service: The Personal Growth and Services Committee is responsible for putting together goodie bags for the new teachers at the beginning of the year, plan activities (outing, dinners, etc.) for members, and to highlight members during the year at chapter meetings. This committee will present the Gamma Mu Achievement Award at the summer tea.
 - c. Professional Affairs: Shall focus on the professional advancement of women in the field of education and encourage assistance to those wishing to enter or return to the teaching profession.
 - d. Research: Shall provide research support for chapter programs, projects, and activities.
 - e. Music: Music should be provided at all meetings and during special programs. Shall lead members in the Delta Kappa Gamma song which is used at ceremonies, as well as other Society functions.
 - f. Chaplain: The Chaplain shall provide an inspirational message or meditation for each meeting and/or the Collect should be read by the membership.

3 Other Committees

- a. **Communications:** Publish the newsletter for each meeting and send a copy to Xi State President, Xi State Editor, Area I Director, and Xi State Communications Chairman. The newsletter is distributed to all members. Submit articles to Xi State News about Gamma Mu members.
- b. **World Fellowship:** Shall coordinate World Fellowship activities.
- c. **Technology:** Shall update the Gamma Mu website as needed and to keep membership abreast of information on the website.
- d. **Scholarship:** Shall make members aware of scholarships available through Delta Kappa Gamma at the state and international levels, provide information to first and second year educators in the Johnson County School System about the annual Gamma Mu Grant in Aid Scholarship that is available. Scholarship Committee will choose from applications for the educator who best qualifies to receive the Gamma Mu Grant in Aid Scholarship. The winner will be presented with a check at the April meeting.

4. Ad Hoc committees include:

- a. **CIEC (Children's International Education Center) /Literacy:** Shall gather and send contributions.
- b. **High School Essay:** In order to encourage students to participate in the Xi State Essay Writing Contest, a mini contest in Johnson County has been established with an award of \$25.00 and a certificate for the winner. The committee will distribute copies of the theme to English teachers. All essays will be forwarded to the state chairman with no identification of the Gamma Mu winner. The local winner will be announced and presented with the monies and certificate at Awards Night at the high school.
- c. **Member Directory:** Collect information about membership and assist in putting together the yearbook revisions.
- d. **Project (will be determined yearly).**

ARTICLE VIII PARLIAMENTARY AUTHORITY

Parliamentary Authority shall be derived from the Constitution and By-laws of the Delta Kappa Gamma Society International and Xi State Bylaws. Robert's Rules of Order shall determine questions on procedures.

ARTICLE IX MEETINGS

- A. Regular meetings are held on the 4th Tuesday evening in August, September, October, November, February, March, and April.
- B. Meeting dates/times may vary at the discretion of the Executive Board
- C. The place for meetings is set by the hostess committee and approved by the Executive Board.
- D. Reservations, collection of dinner costs, and decorations are the responsibility of the hostess committee.

ARTICLE X CHAPTER CUSTOMS, TRADITIONS, AND POLICIES FOR SPECIAL OCCASIONS

- A. When a Xi State officer visits Gamma Mu Chapter, the state organization is responsible for food and lodging.
- B. The Corresponding Secretary shall select another member to help her with gifts, memorials, etc.
 1. Gifts are given by Gamma Mu when a member marries or has a baby (\$10.00).

2. A member who is hospitalized receives a bud vase (locally).
 3. A member ill at home may receive a card(s) showing the concern of our members.
 4. At the death of a member's family (parent, child, sister, brother, husband) will call for a \$10.00 contribution from the treasury to a charity of the member's choice.
- C. **Hostess Responsibilities:** Every member is assigned a position on a hostess committee. The chairman of the committee will be assigned by the President and will be designated in the Yearbook. The major duties of the hostess committee include confirming the meeting with the restaurant, determining the menu/refreshments, decorating and if desirable, furnishing favors, calling/e-mailing each member to inform her of the date, time, place of the meeting confirming whether or not the member will be eating at the upcoming meeting and collecting meal costs from members prior to the meeting. The money is turned over to the treasurer who sees that obligations are met.
- D. The Membership Committee is responsible for the Orientation of new members during the Summer. The Second Vice President is chairman to the Tea.
- E. The Membership Chairman directs a Necrology Service at the death of a member.
- F. Community service projects will be initiated on a yearly basis.
- G. Other ceremonies may be held (Founder's Day, Rededication, etc.) in keeping with the guidelines set forth in the "Ceremonies" book.

Article XI AMENDMENTS TO CHAPTER STANDING RULES

The Bylaws Committee may make amendments to the Chapter Standing Rules after a study. Their findings shall be presented to the membership for vote. A majority shall be required. No provisions of this document or supplementary documents shall be in conflict with those of Xi State and The Delta Kappa Gamma Society International.