

**The Delta Kappa Gamma Society International
Omicron State Organization, Arizona
Eta Chapter**

Chapter Standing Rules

Eta Chapter Rules are established in accordance with the Delta Kappa Gamma Society International Constitution, and Omicron State Bylaws and Standing Rules. Any changes in the above named documents that affect Eta Chapter Rules automatically supersede the Chapter Rules.

Article I. Name

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

Article II. Purposes

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

Article III. Membership

Membership in the Delta Kappa Gamma Society is by invitation. The chapter has full authority for the administration of membership. Membership is in accordance with the *CONSTITUTION*, Article III, and the *International Standing Rules*, Section 3.

A. Classification of Members

1. Active Members: The membership of the Eta Chapter shall be composed of active members who are employed in educational work at the time of their election or have been retired from an educational position. An active member shall participate in the activities of the society.
2. Reserve Members: Reserve membership shall be granted only to those who are unable to participate fully in the activities of the Society because of physical disability and/or geographical location.
2. Honorary Membership: 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. They shall be privileged to participate in all activities except that of holding office.

B. Invitation and Election

1. Recommendations for prospective members shall be submitted to the membership committee.
2. A candidate for active membership shall be presented by the

Membership Committee at any chapter meeting with a brief résumé and a statement of how the person will fit into the chapter.

3. Voting to accept a prospective member shall be by secret ballot.
4. Candidates shall be approved by a majority vote of those present.
5. The membership chairman shall send written invitations to prospective members.

C. Orientation and Invitation

1. The Membership Chair shall conduct orientation prior to initiation.
2. Prospective members may be invited to attend meetings prior to initiation.
3. Initiation shall be held at the time determined by the Executive Board.

D. Transfers

Transfer members are accepted without a vote and may become part of the Chapter at any time.

E. Termination and Reinstatement of Membership

1. Membership shall be terminated for nonpayment of dues, resignation, or death.
2. A former member may be reinstated to active membership upon written request submitted to the Chapter.

Article IV. Finance

Financial matters are in accordance with the *CONSTITUTION, International Standing Rules* and Omicron State Bylaws and Standing Rules.

A. Dues and Fees

1. The dues for active and reserve members of Eta Chapter shall be determined each year by a majority vote of chapter members at the September meeting.
2. Dues are payable to the chapter treasurer by October 31, and on November 1 members shall be dropped for non-payment of dues.
3. An Initiation Fee is collected at the time of initiation.

B. Budget

1. The budget shall be prepared by the Finance Committee and presented to the membership for approval at the September meeting. Approval is by a majority vote of members present.
2. Assessments may be established to defray expenses for a specific purpose if agreed upon by a majority of those present at a regular meeting.

C. Other Income

Income raised through fundraiser(s) shall be used for a specific purpose if agreed upon by a majority of those present at a regular meeting.

D. Payment of bills and financial review

1. The Chapter treasurer shall be responsible for all receipts and for the disbursement of monies as authorized by a vote of the membership.
2. The president shall appoint a minimum of two members to meet with the treasurer for a financial review of the treasurer's books.

E. Annual Report

The Treasurer shall make a full financial report annually.

Article V. Organization

Eta Chapter presently belongs to Area 1, Unit 3 of Omicron State Organization.

Article VI. Officers, Elections, Duties

A. Officers

1. The elected officers shall be President, First Vice-President, Second Vice-President, and Recording Secretary.
2. The officers appointed by the President shall be Treasurer and Parliamentarian.

B. Elections

1. The Nominations Committee shall be elected at the same time that officers are elected.
2. The Nominations Committee shall present the recommended slate of officers at a chapter meeting at least two months prior to the Omicron State convention in the even-numbered years.
3. Additional nominations may be made from the floor with the member's consent.
4. If there is only one nominee for an office, election may be by voice vote and a majority of the votes cast, elects.
5. If there are two or more nominees for an office, election may be by ballot vote and a majority of votes cast, elects.
6. Vacancies are to be filled by presidential appointment.
7. Term of office for all officers is two years except for treasurer. Elected officers are limited to two consecutive terms.

C. Duties (specified in the *Constitution*, Article VI, Section C)

1. The President

Conducts chapter meetings and executive board sessions.

Acts as a liaison between state and chapter.

Coordinates all chapter activities.

Appoints such committees as determined by the Executive Board.

2. The First Vice-President

Stands in for the President when necessary.

Serves as the program coordinator.

Is responsible for the Educational Excellence Committee.

3. The Second Vice-President

Is chair of the Membership Committee.

Nominates new members and is responsible for their orientation.

Conducts the initiation of new members

Is responsible for biennial reorientation of all chapter members.

4. The Recording Secretary

Is responsible for taking minutes of all chapter and executive board meetings.

Reads or presents a printed record of the previous meetings for member approval.

Maintains an attendance record.

5. The Treasurer

Collects and disperses all monies

Maintains member records for State and International.

Sends in dues for State and International.

Serves on the Finance Committee.

Complies with all Federal and State regulations to insure nonprofit status.

3. The Parliamentarian

Advises the president, members, and committees on matters of parliamentary procedure.

Article VII. Executive Board

A. The elected officers and the immediate past president shall serve as voting members of the Executive Board. *Ex officio* members shall be the treasurer and the parliamentarian without vote.

B. Chairs of committees may be included as non-voting members.

C. The Executive Board shall meet at least twice annually, with time and place to be set by the president. A quorum shall be a majority of the voting members of the board.

D. The Board shall recommend policies and procedures for consideration by the membership.

E. The Board shall make executive decisions in matters requiring immediate action and decision.

Article VIII Committees

Section A. Committee Structure

1. Standing Committees for Eta Chapter **Society Business** shall be:

Communications/Publicity/Archives, Finance, Membership, Nominations.

Committee Responsibilities:

a. Communications/Publicity/Archives

Reports to the President; publishes and transmits the chapter newsletter and yearbook; is responsible for the email and phone trees; publicizes chapter projects in the media; maintains the chapter website; includes Historian, Sunshine person, and Legislative Communication.

b. Finance

Reports to the President; plans a yearly budget; presents the budget at the September meeting for chapter approval.

c. Membership/Expansion

Shall be chaired by the Second Vice-President; presents names and qualifications of prospective members to the chapter; conducts orientation/reorientation activities; prepares for and participates in initiation of new members; plans and conducts memorial services for deceased members.

d. Nominations

Reports to the President; presents to the chapter nominations for elective officers in even-numbered years; reviews qualifications for office with membership.

2. Standing Committees for Eta Chapter **Society Mission and Purposes** shall be: Arts/Music, Educational Excellence, and World Fellowship.

Committee Responsibilities:

a. Arts/Music

Reports to the President; encourages the sharing of member talents in the arts; plans programs focusing on the arts (honors high school student artists); provides for use of music, including Society songs, as an integral part of programming.

b. Educational Excellence

Shall be chaired by the First Vice-President: plans and presents programs and activities that increase members' personal and professional growth, including an educator's recognition program (biennial Honors Breakfast); promotes excellence in education (Early Career Teacher projects, work day at school project); Grant-in-Aid (researches and presents women majoring in education to the membership for approval); increases global awareness, and influences educational law and policy.

c. World Fellowship

Reports to the President; encourages chapter financial support for Society international programs (Africa project); arranges for members to present programs based on their international travels; involves international students or members of diverse cultures in presentation of programs.

3. General Procedures

- a. All committees except the Nominations Committee shall be appointed by the chapter President, and she will serve as an ex-officio member on all committees except the Nominations Committee.
- b. The President may appoint Special Committees to carry out projects that are authorized by the chapter.

Article IX Meetings

Eta Chapter shall meet monthly from September through May. The Executive Board shall meet during the summer and in January. The time and place of the meetings shall be determined by the Executive Board. A quorum for conducting chapter business shall be a majority of the members in attendance.

Article X Publications

Yearbooks will be updated annually and will be ready for distribution to the members by the first scheduled meeting of the new year. The Eta Chapter newsletter shall be sent to members monthly September through May. The email and telephone trees are activated prior to each meeting and as needed.

Article XI Parliamentary Authority

Meetings shall be conducted according to Robert's Rules of Order, Newly Revised, current edition, except in cases when they are inconsistent with the Constitution, International Standing rules, or Omicron State bylaws and Standing Rules.

Article XII Amendments

The Eta Chapter Rules may be amended by a 2/3 vote of members present and voting at a meeting following a 30-day previous notice. Any member of the chapter may propose amendments to these rules.

Article XIII Dissolution

Eta Chapter shall follow the guidelines given in Omicron State Bylaws, Article XIII, Dissolution, Section B – Chapters.

Eta Chapter Bylaws and Standing Rules revised 2012

