

## **CHAPTER RULES**

### **ARTICLE I: NAME**

☐ The name of this chapter shall be Kappa Chapter, Xi State of Tennessee of the Delta Kappa Gamma Society International.

### **ARTICLE II: OBJECT/PURPOSE**

☐ The purposes of Kappa Chapter shall be to the seven purposes of the Delta Kappa Gamma Society International and those of Xi State. In addition, the chapter will emphasize the current international and/or state theme.

### **ARTICLE III: MEMBERSHIP**

☐ The membership of Kappa shall be composed of active, reserve, and honorary members within the boundaries of the chapter area of Benton, Henry, and Carroll counties. (Gamma Alpha and Gamma Theta also serve Carroll County.)

☐ Eligibility: Women who are employed in educational work who deal with the instructional or educative process may be invited to active membership in the society. Retired educators may be considered for membership. Educators from nontraditional roles may be considered for membership.

☐ Membership is by invitation only. Candidates for membership shall be voted upon in chapter meetings by ballot. The election shall be by four-fifths of the ballots cast. Recommendations for membership are due by January 1 to the chair of the Membership Committee and voted on at the February meeting.

☐ Termination of membership: A complete record of all memberships in Kappa Chapter that have been terminated shall be maintained by the chapter secretary and treasurer. The record shall include the reason and date of termination. The chapter shall file the letter of resignation. Termination may result from failure to pay annual dues, resignation, or death.

☐ Reinstatement: The method of reinstatement of active or reserve members should include these: (1.) A former member may request reinstatement in writing. (2.) A person must pay current dues and fees. (3.) The treasurer will complete a reinstatement card and send it to International Headquarters. (4.) The reinstated member is not initiated again.

☐ Transfer: Only active and reserve members may transfer to another chapter. Chapters must accept any member in good standing who wishes to transfer. A transfer requires an application from international headquarters.

☐ An orientation or re-orientation will be conducted each spring prior to initiation, preferably at the March meeting.

☐ Reserve Classification: 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. Reserve members have all the privileges of membership except that of holding office. If the circumstances for granting the reserve status change, the member must begin to pay full dues again to maintain membership.

### **ARTICLE IV: FINANCE**

Annual ☐ Chapter annual dues for active members shall be \$80 (\$54 –state and international dues, \$1- scholarships, \$1- World Fellowship, \$1 – Golden Gift, and \$23 chapter). Dues for Reserve members shall be \$40 ((\$27 –state and

international dues, \$1- scholarships, \$1- World Fellowship, \$1 – Golden Gift, \$10-chapter). Dues need to be given to the treasurer by October 25 of each year.

- ☐ The Finance Committee and a vote of the membership shall determine chapter annual dues.
- ☐ Annual dues and scholarships fees shall be paid in September or October. On Nov. 1, members shall be dropped for nonpayment of dues. Members may be reinstated by paying dues.
- ☐ All dues and fees shall be collected by the chapter treasurer. State and international dues and fees shall be forwarded to the state treasurer by the chapter treasurer.
- ☐ Any contributions to special funds may be made by individuals or the chapter. An official form needs to be completed and a copy given to the treasurer.

## **FINANCIAL CONTROLS**

- ☐ The Finance Committee shall submit a proposed budget annually for approval of the membership. The Executive Board will be presented with a copy of the proposed budget.
- ☐ The president shall sign all expense vouchers before the treasurer makes payment. The treasurer and president have authority to sign checks for chapter needs that have been budgeted.
- ☐ The finance committee will audit the books after June 30 and before the first chapter meeting of the fiscal year. The report of the annual audit shall be made to the chapter members. The fiscal year will be July 1-June 30.

Expenses to be disbursed from the chapter treasury:

- ☐ Xi State Convention: Adequate money to pay for president's registration on odd years and out-going president and incoming president on even years.
- ☐ Speaker: Guest speaker-\$20-25 maximum for gift and Member speaker- token of appreciation (<\$5)
- ☐ Dozen red roses for death of a member upon receipt of the bill of sale
- ☐ One red rose in a vase for a member upon death of spouse, parent, or offspring delivered to the home by one or more members upon receipt of the bill of sale
- ☐ Initiation--Not to exceed \$100 upon receipt of bill of sale (s)
- ☐ Recruitment Grant -- \$300.00 (see Article VIII)
- ☐ Xi State Vision Foundation-To become a Visionary Chapter --\$100 budgeted until visionary status is attained

Recruitment Grant CD: The principle for this CD comes from donations that specify that the interest be used for the Kappa Chapter Recruitment Grant. These donations were accepted under the condition that the principle be maintained and that the interest from the CD not be used for any other purpose except that of adding to the Recruitment Grant. Further memorial donations to increase the principle are welcomed.

## **ARTICLE V: OFFICERS AND RELATED PERSONNEL**

### **Chapter Officers:**

- ☐ Vacancies: All vacancies shall be filled by appointment of the president.

### **Duties of Officers:**

☐ The president shall: preside at regular and called meetings, direct activities of the organization, act as chairman of chapter executive board, appoint member as parliamentarian, appoint standing and special committees as soon as possible after being installed (to assume responsibilities by July), approve for payment all expense claims, approve publications, fill by appointment all vacancies in office, represent Society at meetings, serve (ex officio) in budget development process and supervision of finances, serve on state organization executive board, encourage chapter activities that develop leadership potential of its members, attend visitation/funerals for members and immediate family and deliver flowers or appoint a designee, and make assignments (as appropriate) to officers and members. (Source: 2004 Delta Kappa Gamma Handbook)

☐ The president has these additional duties: Inventory and maintain necessary society documents; complete and turn in annual report by February 1<sup>st</sup>; and be responsible for seeking volunteers to create the Visual and Performing Arts Display and Silent auction gift for state convention. The president may delegate duties at her discretion.

☐ The First Vice-President will chair the Program Committee. She will also act in place of the president when the need arises. In the event of the death or resignation of the president, the First Vice-President serves until the next regular election of officers. As chair of program committee she is responsible for turning in a biennial report to Int'l by Feb. 1<sup>st</sup> of the second year.

☐ The Second Vice-President will serve as Yearbook Chair and, as such, is a member of the Program Committee and the Communications Committee. She will prepare the yearbook and email the final version to members. She will have the yearbook available to the membership as soon in the school year as possible and send copies to the appropriate Xi State officers.

☐ The Recording Secretary is responsible for keeping complete minutes of the chapter and executive board meetings, including the summary of the treasurer's report. She will submit the minutes of each meeting to the president and corresponding secretary within two weeks of the event (preferably by e-mail). She will keep a roll of active members and take attendance at meetings. She informs the Corresponding Secretary of those members who owe fines for not contacting the hostess. She keeps a list of deceased members with dates of death and names of members whose memberships are terminated with reasons and dates. She keeps a list of names and addresses of women to whom invitations to membership are sent, with the dates of invitation, their reply, and date of initiation.

☐ The Corresponding Secretary is responsible for the newsletter and for forwarding the newsletter and minutes to all members by email. Printed copies will be mailed upon request to members who do not have email. She is also responsible for notifying members of non-attendance fees, notifying members who have been dropped for non-payment of dues, and other correspondence of the organization as delegated by the president. She also has the responsibility of mailing any yearbooks to reserve members or active members that have not been distributed by the February meeting.

☐ The treasurer is responsible for receiving and paying out all monies; keeping an accurate record of receipts and expenditures; keeping a file of receipts, bills, cancelled checks, and bank statements; reporting at regular meetings; and submitting the records for financial review. More specific duties are prescribed in *Guidelines for Chapter Treasurers* sent to each treasurer from International Headquarters. The treasurer serves ex officio in the process of chapter budget development.

### **Nominations and Elections:**

☐ Nominations Committee composed of four members who shall be elected in February of even-numbered years by a majority vote (at the time of the election of officers). It is the purpose of this committee to submit nominees for the officers when no volunteers come forward to run for offices and submit nominees for the next nominations committee to be elected

- Nominations may be made from the floor or members may volunteer.

☐ A quorum is required at the meeting during which officer elections are held.

## **ARTICLE VI: EXECUTIVE BOARD**

Executive Board: The executive board will consist of current elected officers, the treasurer, the immediate past president and such other members as may be designated by chapter. The parliamentarian is “without vote.” The Executive Board must meet a minimum of twice annually. Their duties are consistent with the *Constitution*.

## **ARTICLE VII: COMMITTEES**

Standing Committees shall be:

☐ Finance

☐ Program

☐ Membership

☐ Nominations – see Article V

☐ Rules

☐ Communications

☐ Scholarships

The president is an ex-officio member of all committees except the Nominations Committee.

☐ Finance Committee-This committee prepares the chapter budget and makes any recommendations for changes in dues. They are to supervise expenditures and investments and provide for an annual audit of the accounts of the chapter. A biennial report is due to International by the 1<sup>st</sup> of February of the second year.

☐ Program -- The Program Committee shall meet and finalize programs and meeting venues in time for the Yearbook to be emailed to members for the new year. Programs focus on the Society Purposes and use the adopted international theme found in the program manual. The First Vice-President chairs the program committee. Members include the Professional Affairs chair, Yearbook chair (2<sup>nd</sup> Vice-President), Hostess chair, and Music chair.

☐ Membership Committee- This committee shall encourage members to submit recommendations for new members on Recommendation for Membership Form no later than January 1; review qualifications, submit names/qualifications to chapter on or before date set for voting; conduct election at time scheduled by chapter; conduct orientation for prospective members after invitations have been extended and before invitations have been accepted/rejected; prepare for, participate in initiation of new members; relay information on new initiates to Recording Secretary and Yearbook Chair; contact members who miss chapter meetings; keep up-to-date file of chapter members' biographical data; maintain chapter scrapbook; prepare reports of deceased members, including biographical data; prepare necrology reports; and submit a biennial report to Int'l by February 1<sup>st</sup> of the second year.

Nominations Committee- This committee should obtain suggestions for officers from chapter members when no volunteers come forward for one or more offices. They should plan for a slate of officers and the next nominating committee to be elected by the members at the February meeting. Committee members should secure the permission of the persons being submitted for election.

□ Rules – The Rules Committee shall be composed of past presidents. A chairman shall be named from among the committee by the president, the immediate past president if possible. The committee shall meet annually to review Chapter policies, making revisions as necessary. The Rules are available to all members in the yearbook.

Communications-The Communications Committee is responsible for creating and sending the newsletter, creating and distributing the yearbook, being a liaison to local newspapers, and maintaining the calling tree and mail-outs. Other jobs include legislative updates, high school essay, children's books in office project, and updates to Facebook.

□ Scholarship Committee - Recruitment grant forms should be sent to the schools by February 1 and returned to the committee chair by March 1. The chair appoints a committee for selection of the recruitment grant recipient composed of herself and a member from each county (preferably with no connection to the local high schools). The recipient should be notified by April 1<sup>st</sup>. A letter shall be presented to the recipient for her to present to the college of her choice to verify the receipt of the award. The recipient is invited by the chair to attend a regular meeting of the chapter. (A fall meeting is usually chosen.) The chair should keep the president informed of the progress of the recruitment grant selection. The Scholarship Committee is responsible for informing the membership of available grants and scholarships available through membership in Delta Kappa Gamma and reminding them of deadlines. A biennial report is due to Int'l by the 1<sup>st</sup> of February of the second year. See next section for more details for Recruitment Grant.

□ Special Committees: These committees are appointed as needed. Founders' Day Committee is needed every three years.

□ Society business is conducted at chapter meetings. The society purposes and mission are to be followed at all times.

#### **ARTICLE VIII: PARLIAMENTARY AUTHORITY**

□ Roberts Rules of Order, Newly Revised, govern all chapter meetings.

#### **ARTICLE IX: AMENDMENTS TO CHAPTER RULES**

Attendance: "according to the Constitution, an active or associate member must attend the regularly scheduled meetings unless she has a valid reason reported to the person designated to keep the attendance record. Certainly valid reasons for non-attendance include illness, bereavement or serious illness in the family, performance of professional duties, travel and obligations of a personal nature."

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□ If a member must be absent from a meeting, she is responsible for notifying one of the hostesses at least three days in advance, or else be responsible for the cost of her meal. This can be done by e-mail, phone, or written response.

Kappa Chapter shall meet on the first Thursday of September, October, November, February, March, and April. We shall meet with Gamma Alpha and Gamma Theta in May to celebrate Founders' Day. The date will be determined by the host chapter. The Executive Board shall have responsibility to change dates when necessary.

#### **ARTICLE X: ACTIVITIES**

□ Chapter Newsletter: Kappa Chapter will publish a newsletter two weeks before the meeting in September, October, November, February, March, and April. Other newsletters may be published as needed. Newsletters will be

emailed to members if possible. A newsletter will also be sent to the Area VII Director, Xi State Communications Chairman, and the Xi State Editor. The newsletter is called the *Kappa Communiqué*. The president is to approve all publications. Members are encouraged to use the newsletter as a means to communicate changes in personal data for yearbook and to other officers needing updates. This information includes changes in name, address, e-mails, additional degrees, changes in job position, achievements, etc.

Officers responsible for maintaining such data should take note when this information is published in the newsletter. Most of this information is on the chapter website, [kappaofxistate.com](http://kappaofxistate.com).

□ Chapter Yearbook: Kappa Chapter will publish a yearbook annually. The yearbook is to be sent to Xi State by the December 15 deadline. All yearbook publications and submission are the responsibilities of the second vice-president. Members are requested to bring the yearbook to each meeting.

□ Membership pins: Members are expected to wear the Delta Kappa Gamma key pin at each society function. If a member chooses to resign, the member is expected to return the key pin to the chapter. Members are reminded to inform their families to return all society jewelry to the chapter upon their death. The jewelry will be given to the closest friend of the deceased member within the chapter. In 2012, members voted to purchase pins from the treasury for all new members being initiated.

Recruitment Grant: This grant is awarded to a woman who is a senior in high school or college student currently enrolled in a teacher education program. If no eligible high school or college candidate submits an application, the grant may be awarded to an active member in good standing who submits an application and proposal based on an education-related activity or professional growth opportunity. Candidates must be from Benton or Henry County and intend to pursue a career in education or be actively employed in the profession of education. Funds for this grant come from the chapter treasury (\$300.00); the interest from a CD, the principle of which was donated to the chapter specifically for this purpose, and revenue from chapter fundraisers sufficient to round the amount up to the next \$50 increment. Memorial donations can be made to either the annual recruitment grant itself or to the principle of the CD. Donors should specify where they wish the donation to go. The amount of the grant may be amended based on a motion from the Scholarship Committee in combination with the Finance Committee if \$300.00 is not available for the scholarship as a result of low interest rates or low fundraiser income. In 2012, members voted that any funds not used in a given year, may be given as a project for chapter members.

□ Fundraisers: A portion of the revenue from fundraisers such as the annual used book sale will be used to increase the Recruitment Grant as described above. The balance of the revenue will go into the chapter treasury.

□ Children's Book Project: Kappa members collect new and used children's books to be placed in waiting rooms of Benton, Carroll, and Henry Counties. Books should be brought to the September, October, or November meetings.

□ Limelighters' Convention Fund

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□ Limelighters' Convention Fund: Kappa members are being fined for achieving and being in the limelight. Monies from this fund will be used to send a member (preferably one who has never been) to Xi State Convention each year or help to offset the cost of new member pins.

Updated by Rules Committee November 2012