

**THE DELTA KAPPA GAMMA SOCIETY  
INTERNATIONAL**

**DELTA SIGMA CHAPTER**

**STANDING RULES**

**Amended and Revised**

**February 23, 2017**

## **ARTICLE I NAME**

The name of this chapter shall be Delta Sigma Chapter of Eta State Organization, The Delta Kappa Gamma Society International, hereafter known as Delta Sigma.

## **ARTICLE II MISSION AND PURPOSES**

### **Section A. Mission Statement**

Delta Sigma Chapter of the Delta Kappa Gamma Society International promotes professional and personal growth of women educators and excellence in education.

### **Section B. Purposes**

The purposes of Delta Sigma Chapter shall be to promote the seven purposes of The Delta Kappa Gamma Society International as found in the CONSTITUTION, ARTICLE II.

1. To unite women educators of the world in a genuine spiritual fellowship.
2. To honor women who have given or who evidence a potential for distinctive service in any field of education.
3. To advance the professional interests and position of women in education.
4. To initiate, endorse and support desirable legislation or other suitable endeavors in the interests of education and of women educators.
5. To endow scholarships to aid outstanding women educators in pursuing graduate study and to grant fellowships to non-member women educators.
6. To stimulate the professional growth of members and to encourage their participation in appropriate programs of action.
7. To inform the members of current economic, social, political and educational issues so that they may participate effectively in a world society.

In addition the Delta Sigma Chapter will work to make an impact on the educational community through service projects, making the chapter more visible and influential in educational endeavors.

## **ARTICLE III MEMBERSHIP**

### **Section A. Membership**

1. Membership in The Delta Kappa Gamma Society International shall be by invitation. A member initiated into the Society becomes a member of Delta Sigma Chapter, Eta State, and the international Society.
2. An individual becomes a member of the Society when she is initiated. She is initiated only once and will be initiated within a period of one year from the time of election.

### **Section B. Classification**

The membership of Delta Sigma Chapter shall be composed of active, reserve and honorary members within Lincoln County, North Carolina. All membership practices shall be in accordance with the CONSTITUTION, ARTICLE III.

1. An active member shall be a woman who is employed as a professional educator or has been retired from an educational position. Educational work shall be interpreted to include one-to-one instruction, as well as group instruction. An active member shall participate in the activities of the Society.
2. Reserve membership shall be granted only to a member who is unable to participate fully in the activities of the chapter because of a physical disability and/or geographical location. Reserve status shall be granted by a majority vote of the chapter. A reserve member, so requesting, shall be restored to active membership.
3. An honorary member shall be a woman not eligible for active membership who has rendered notable service to education or to women, and elected to honorary membership in recognition of such service. They shall be privileged to participate in all activities except that of holding office (CONSTITUTION, ARTICLE III, SECTION B). A lifetime fee of \$49.50 shall be paid by the chapter for each honorary member at the time of initiation.
4. The Delta Sigma Chapter has the authority to act in matters of membership.

**Section C.** Only persons living or working in the chapter area shall be considered for membership. The chapter shall work to maintain a diverse membership which represents Lincoln County geographically and by organizational level (elementary, middle, high and higher education.)

**Section D.** The chairman of the Membership Committee shall review the qualifications for membership at the third chapter meeting and will provide the Recommendation for Membership forms (Form 11). Recommendation for Membership shall be completed by the sponsor and returned to the membership committee chair by March 1. The chapter shall consider recommendations which are signed and submitted by members from other areas. Delta Sigma members may make recommendation for membership to chapters in other areas.

**Section E.** The committee will review the recommendations and will present prospective members for election at the last (5<sup>th</sup>) chapter meeting of the year. Prospective members shall be voted upon by written ballot with four-fifths vote required for election.

**Section F.** An official invitation will be hand delivered or sent by mail to each prospective member with a written response requested thirty days prior to the initiation date.

**Section G.** The chapter president and chairman of the Membership Committee will arrange an orientation session with prospective members at a time after invitations are extended and before initiation.

**Section H.** Each candidate will be appointed a sponsor who will attend this meeting with her and will guide her during initiation.

**Section I.** During the first meeting of each chapter year, the planning meeting, further opportunities for orientation will be provided by the president.

**Section J.** The initiation ceremony will be held during the second meeting of the chapter year (fall meeting).

**Section K.** Reorientation activities will be planned periodically by the Membership Committee and/or president to update or review information about the Society for all members.

**Section L.** A member in good standing may be transferred from one chapter to another upon application to the International Headquarters.

**Section M.** Membership shall be terminated for nonpayment of dues, resignation, or death. The secretary shall record in the chapter or executive board meeting minutes the name of any member whose membership is terminated and shall report this to the state treasurer. The record shall include the date and the reason for termination.

**Section N.** Attendance at meetings will be kept by the hostess group and the record for each meeting will be kept in the meeting minutes by the secretary.

**Section O.** If a member is unable to attend a meeting after making a dinner reservation, she must notify the contact person as to her reason for absence and send payment for the meal by another member.

**Section P.** Resignation from membership should be presented in writing to the president and is voted upon by the chapter after contact has been made with the member. The membership chair shall file all letters of resignation.

**Section Q.** A former member shall be reinstated to membership by the chapter receiving the request. The chapter treasurer shall report to the state treasurer when a former member has been reinstated.

## **ARTICLE IV FINANCES**

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

**Section A.** An initiation fee of \$10.00 shall be required of all except honorary members and is due at the time of initiation.

**Section B.** Annual international dues shall be an amount determined in accordance with International Standing Rules. State dues shall be an amount determined in accordance with state organization bylaws. Chapter dues shall be an amount determined in accordance with the rules set by the chapter.

**Section C.** An international scholarship fee of \$1.00 shall be paid annually by each active and reserve member. (CONSTITUTION, ARTICLE IV SECTION D).

**Section D.** Annual dues and fees shall be paid no later than October 31 of each year by active and reserve members. On November 1 members shall be dropped for non-payment of dues and fees in accordance with CONSTITUTION ARTICLE IV SECTION F. Prior to a member being dropped on November 1, the treasurer will make a contact as a reminder of dues. President will make a second written contact, if necessary, before a member is dropped for non-payment.

**Section E.** Additional funds needed for the expenses of the chapter will be acquired through assessment. Assessment may be increased upon vote of the membership.

**Section F.** The Finance Committee will review the treasurer's report yearly to determine budget needs. Should an increase in funds be needed, the Finance Committee, with the assistance of the treasurer, will present a proposed budget to the Executive Board. The Executive Board will make recommendations to the membership for approval.

**Section G.** All expenses qualifying for reimbursement shall require appropriate receipts and approval by the president before payment is made by the treasurer.

### **Section H. Expenses**

1. Registration, meals and lodging (based on convention rates) are to be paid for the state convention for both years of the presidency and the second year of the vice president's (president-elect) term.
2. The chapter shall pay registration expenses for the president, vice-president, treasurer, and membership chairman to attend summer leadership workshop.
3. The president shall be reimbursed for all office expenses in accordance with the approved budget.

4. Grants-in-aid will be financed as approved by the chapter membership.
5. Contributions to the World Fellowship Fund will be sent annually to The Delta Kappa Gamma International Society.
6. The membership chairman will maintain a list of initiation and installation paraphernalia. In the event of loss or damage, the chapter will assume responsibility for replacement of item(s).
7. Grant-in-aid recipients(s) and guest(s) will attend the last chapter meeting of the year. The chapter will pay for the meals.
8. When applicable, the meal cost of each initiate is the responsibility of the chapter.

**Section I.** The finance committee shall facilitate a biennium audit of all financial records including receipts and bank statements.

## **ARTICLE V ORGANIZATION**

Delta Sigma Chapter of The Delta Kappa Gamma Society International is made up of members who live or work in Lincoln County, N.C.

**Section A.** Expansion to create a new chapter will be considered when factors indicate that this action is necessary.

**Section B.** The chapter president shall appoint a chapter liaison to the U.S. Forum to act as a contact for information.

**Section C.** The chapter president shall represent the chapter as a voting member on the state Executive Board.

## **ARTICLE VI OFFICERS AND RELATED PERSONNEL**

**Section A.** The officers of Delta Sigma Chapter shall be as follows: president, vice-president, secretary, and treasurer.

**Section B.** Chapter officers, except for the treasurer, are elected in even-numbered years by a majority vote of chapter members. The treasurer is selected by the Executive Board each biennium. The term of office of all elected officers shall be two years. No officer, except the treasurer, shall serve in the same office longer than two terms in succession. Chapter officers take office on July 1 following their election. A parliamentarian is appointed by the chapter president and will serve for a term of two years.

**Section C.** In the event that a member holding an elective or appointive office is unable to perform her duties, the position shall be declared vacant and a successor shall be named by the president.

**Section D.** The officers of Delta Sigma Chapter shall perform duties as prescribed in the CONSTITUTION, ARTICLE VI, SECTION B and detailed in the HANDBOOK. Additional duties are described below.

1. The president shall
  - a. Preside at regular and called meetings and direct the activities of the organization;
  - b. Act as chair of the chapter executive board;
  - c. Appoint a parliamentarian;
  - d. Schedule the first meeting of the chapter year to be a summer planning meeting during each year of her term of office. (All details for this meeting are her responsibility, but she should solicit assistance from other members);
  - e. Appoint standing committees;
    - (1) Obtain assistance from the Executive Board in determining committee assignments. Encourage stability by making one person from each committee from the previous biennium, chairman of the same committee for the current biennium.
    - (2) Contact chairman of each committee and others holding responsible positions to inform them of their assignment and ensure their willingness to serve.
      - a. Prepare or update folders containing information about the responsibilities of each committee.
      - b. Hold a meeting of committee chairmen, or inform them individually, concerning the responsibilities of the position for which they have agreed to serve.
    - (3) Determine goals for the work of Delta Sigma Chapter of The Delta Kappa Gamma Society International for the upcoming biennium. Provide detailed plans as to how standing committees will proceed in accomplishing their goals.
    - (4) At the end of the first year of the biennium, evaluate the work accomplished to this point and redefine goals for the second year.

- f. Send to the executive secretary of Eta State the names and addresses of all committee chairmen;
  - g. Assist the vice-president in yearbook revisions;
  - h. Hold an Executive Board meeting after election and prior to the first meeting of the chapter year, the summer planning meeting. Hold other Executive Board meetings needed with a minimum of two per year;
  - i. Maintain all chapter files;
  - j. Complete all reports as required;
  - k. Approve a quarterly newsletter prior to each regular meeting. Copies of each newsletter should be sent to the Eta State president, regional director, state newsletter editor and state communications chair;
  - l. Issue written invitations to prospective new members upon vote of membership;
  - m. Send to the State executive secretary the names of newly elected officers upon their elections at the fourth meeting of the chapter year;
  - n. Make necessary contacts to members for non-payment of dues before November 1
  - o. Approve all materials before they are posted to the chapter website; and
  - p. At the end of the biennium the president will appoint an ad hoc committee to audit the chapter's financial records.
2. The vice-president shall
- a. Support the president in her duties and serve as presiding officer in the absence of the president;
  - b. Serve as chairman of the Program/Fine Arts Committee;
  - c. Succeed to the office of president in the next biennium;
  - d. Serve as a member of the Executive Board;
  - e. Attend leadership development workshops, Eta State Conventions and regional meetings;
  - f. Prepare a chapter yearbook;



- g. Send copies of the chapter yearbook to the state president, the state program chairman, the state executive secretary and the regional director; and

3. The treasurer shall

- a. Receive and pay out all monies belonging to the organization;
- b. Keep an accurate account of receipts and expenditures;
- c. Maintain a record of receipts, bills and bank statements;
- d. Present a report at each regular meeting;
- e. Work with the finance committee to create a chapter budget;
- f. Transfer a memorial of \$25.00 to the grant-in-aid fund upon the death of a member;
- g. Order president's pin to be presented by chapter at the time of installation to office;
- h. Order the new member name tags after the last chapter meeting, to be presented to new members at the time of initiation, and paid for by the chapter; and
- i. Serve as member of Executive Board.

4. The secretary shall

- a. Keep minutes of each meeting including names of members present and provide a copy of such minutes to the membership for their approval;
- b. Serve as secretary to the Executive Board;
- c. Read all correspondence at chapter meetings; and
- d. Assist the president with any correspondence as requested.

5. The immediate past president shall

- a. Act as a resource person for the newly elected president;
- b. Present the president's pin to her successor at the installation of officers;
- c. Provide a history of the chapter during her biennium of service; and
- d. Serve as a member of the chapter Executive Board.

## **ARTICLE VII MEETINGS**

**Section A.** Delta Sigma will hold five meetings each chapter year, beginning with the summer planning meeting.

**Section B.** The first meeting of the chapter year will be a planning meeting during the summer and is the responsibility of the president.

**Section C.** The exact months and dates for meetings will be confirmed at the planning meeting.

**Section D.** A majority of active members shall constitute a quorum at chapter meetings.

**Section E.** The chapter may meet through electronic communication as long as all the members may simultaneously hear one another and participate during the meeting.

## **ARTICLE VIII EXECUTIVE BOARD**

**Section A.** The members of the Executive Board shall be the elected officers of the chapter, the immediate past president, the treasurer, the parliamentarian, and committee chairpersons. The parliamentarian shall be an ex-officio member, without vote. The Board shall function in accordance with the Constitution, Article VII, Section C.

**Section B.** The duties of the Executive Board shall be to

1. Select the treasurer for the biennium;
2. Act in matters requiring immediate action and decision;
3. Recommend policies and procedures for consideration by members; and
4. Determine needed budget changes and assist in the supervision of chapter finances.

**Section C.** Meetings of the Executive Board shall be held twice annually. The board may meet at other times upon the request of the president. A quorum shall be a majority of the voting members of the board.

**Section D.** The Executive Board shall constitute the Education Excellence Committee.

## **ARTICLE IX COMMITTEES**

### **Section A. Standing Committees**

Educational Excellence  
Educational Law and Policy/Leadership Development/US Forum Representative  
Membership/Nominations  
Scholarship/World Fellowship/ Schools for Africa  
Finance  
Communications and Publicity  
Program/Fine Arts  
Beginning Teacher Support/Awards

### **Section B. General Procedures**

1. The president shall appoint all committees.
2. The president shall be an ex-officio member of all committees.
3. The parliamentarian shall be an ex-officio member of the Rules Committee (ad hoc).
4. The treasurer shall be an ex-officio member of the Finance Committee.
5. Reports shall be made in accordance with the CONSTITUTION, ARTICLE VIII, A.2.c.

### **Section C. Duties of Committees**

The committees of Delta Sigma Chapter shall be responsible for duties of their respective committee as listed in the CONSTITUTION, ARTICLE VIII, Section A. 2 and detailed in the handbook. Additional duties are listed below.

1. General Duties
  - a. The chairman of each committee shall receive from her predecessor in office materials and records soon after her appointment by the president. At this point she needs to clarify the responsibilities of her particular committee through the use of these materials and through conversations with her predecessor in office and the president.
  - b. The chairman should contact the members of her committee and schedule a meeting. (This initial meeting may be at the summer planning meeting.)

- c. At the initial committee meeting, the chairman should familiarize her committee with the duties of the committee, share the goals of the president for the biennium and review the policies of the society as they pertain to the committee.
- d. The committee will then define specific goals for the committee and will formulate a plan of work for the biennium. The goals should be recorded and distributed to all members of the committee. The goals should be reported to the chapter as soon as they are defined.
- e. Committees should meet a minimum of twice per year, but may meet as often as necessary.
- f. Verbal reports from each committee will be given at chapter meetings as necessary.

## 2. Specific Duties

- a. Educational Excellence Committee (EEC) - The committee's decisions shall be guided by the Society Mission and Purposes. The committee is to
  - (1) Identify and promote activities which sustain and support early career educators and sustain and retain other quality teachers;
  - (2) Promote state organization and Society activities that increase the personal and professional pride of members;
  - (3) Emphasize member development;
  - (4) Recognize the value of fine arts in education and during Society events;
  - (5) Encourage involvement of members in legislative action;
  - (6) Emphasize global perspectives and educational excellence worldwide;
  - (7) Support quality education for all children;
  - (8) Seek alliances with entities external to the Society that share a common interest in the status of women and children and excellence in education; and
  - (9) Encourage members to realize their potential as the leaders they are.
- b. Educational Law and Policy/Leadership Development/US Forum Representative Committee - The committee is to
  - (1) Study and recommend action on professional issues;
  - (2) Urge the state organization and chapter to initiate, endorse, and support desirable legislation or other suitable endeavors in the interest of education and women educators;
  - (3) Educate members in strategies to impact educational policy;
  - (4) Promote activities that garner support for education at the local and state levels;
  - (5) Promote leadership development activities among members; and
  - (6) Provide a chapter liaison who will be the US Forum Representative for distributing information from the state.

The Society has specific guidelines for the chapter to follow when initiating, endorsing and supporting legislation:

- The chapter may cooperate with other organizations when their legislative activities promote the Purpose of the Society.
  - An individual may only represent the chapter on legislative issues after receiving authorization from the membership.
  - Legislative action shall be based on a thorough understanding of the basic issues involved in supporting excellence in education, equality for women and a safe peaceful educational environment.
  - Legislative activity shall be concerned with educational issues, not with candidates or political parties.
  - The chapter shall not endorse a political candidate.
  - The chapter shall not financially support a political candidate's campaign.
  - Expenditures for legislative activities by the chapter shall be no more than a nominal portion of its income.
- c. The Membership/ Nominations Committee - The committee is to
- (1) Encourage the recruitment and involvement of women educators capable of impacting education;
  - (2) Keep an up-to-date file of biographical information on all members. The history of chapter activities will be kept through the use of a scrapbook;
  - (3) Co-ordinate orientation activities and plan periodic reorientation activities as part of the chapter meeting;
  - (4) Keep accurate files of membership, including
    - a. Up-to-date individual membership records,
    - b. A list of initiates with dates of initiation,
    - c. A list of those who refuse membership with reasons and dates of invitations,
    - d. A record of transfers in/out with dates and to/from which chapters,
    - e. A record of deaths with dates,
    - f. A record of resignations with reasons and letters of resignation,
    - g. A record of members who are reinstated with dates and chapters from which they came;
  - (5) See Bylaws, Article III
  - (6) During the second meeting of the second year of the biennium, remind the membership as to the slate of officers needed for upcoming biennium and the order of succession for the vice-president;
  - (7) Meet in January in the second year of the biennium to begin the procedure for selection of officers;
  - (8) Contact the treasurer to request another term of service. If the treasurer declines to serve, the Membership/Nomination Committee should notify the incoming president so that she begins screening possible candidates for the office of treasurer;
  - (9) Present a slate of officers at the fourth meeting of the second year of the biennium and carry out elections procedures; and

- (10) Present to the president a list of the newly elected officers so that she may notify the state and international offices.
- d. Scholarship Committee/World Fellowship/Schools for Africa
- (1) The responsibilities of the Scholarship Committee shall be to inform members of available scholarships from Eta State and The Delta Kappa Gamma Society International, make scholarship applications available and to act as liaison between members and the state and international scholarships committees.
  - (2) In regard to the grant-in-aids given by Delta Sigma the responsibilities are to:
    - a. Determine the procedures for selection of the grant-in-aid recipient(s) and detail plans for accomplishing this task.
    - b. Determine the method for procuring funds.
    - c. Carry out fundraising activities with the assistance of other members and committees as needed.
  - (3) In regard to Schools for Africa the responsibility is to promote the project.
  - (4) The responsibilities of the World Fellowship Committee shall be to inform and reinforce the chapter members the purpose and history of the World Fellowship Program and to determine new and “creative” methods to use in collecting Money for the World Fellowship Fund.
- e. Finance
- (1) The Finance Committee shall review the treasurer’s report yearly to determine local budget needs.
  - (2) The amount per member necessary for Eta State and DKG to carry out their work is included.
  - (3) The goal is for the dues to remain at \$89.00
  - (4) The budget will be presented and voted on by the membership at the September meeting.
- f. Communications/Publicity Committee
- (1) The responsibilities of the Communications Committee shall be to
    - a. Contact members concerning meeting information. Upon securing number planning to attend each meeting, the contact chairman will then notify the host group;
    - b. Prepare a news article for the local newspaper within one week of the date of the meeting, making use of the opportunity to include information that would foster knowledge of the Society; and
    - c. Identify key members and use these members to assist in gathering information for the “Professional News” portion of the newsletter.

- (2) In the event of the death of a member, a spouse or significant other
  - a. The contact person shall notify the president so that all members can be informed by email or other methods of communication.
  - b. A memorial in their honor will be made to the Delta Sigma Scholarship Fund by the treasurer.
  - c. The target amount will be \$25 depending on funds in the yearly budget.
  - d. The treasurer will send a card to notify the family of the memorial.
  
- g. Program/Fine Arts Committee
 

The program/fine arts committee will develop the topics for programs and will seek presenter for those specific areas. The committee will promote the value of fine arts in education and during society events.
  
- h. Beginning Teacher Support/Awards Committee
 

The Beginning Teacher Support committee shall, in collaboration with the school system administration, engage in various activities designed to support teachers in their first four years of teaching.

  - (1) The committee will study and may recommend the establishment of awards for deserving women, members and non-members.
  - (2) The committee will be responsible for recommending members for nomination for state and national awards.

### **3. Special Committees**

- a. The president, as authorized by the Executive Board, shall appoint special committees. After submitting a final report, the committee shall be dissolved.
- b. The Rules committee will serve as an ad hoc committee. The Rules Committee shall
  - (1) Receive all proposals for amending the Standing Rules;
  - (2) Make recommendations for rules changes to the Executive Board; and
  - (3) Present proposals to the chapter for a vote.

## **ARTICLE X SYMBOLS**

**Section A.** The key of the society shall be printed only on official Society materials such as stationery, yearbooks, and programs.

### **Section B. Keypin**

- 1. The keypin is the emblem of membership in The Delta Kappa Gamma Society International. Members are expected to purchase the keypin immediately after initiation.

2. The keypin is worn in a vertical position over the heart. International, state, and chapter president's pins are worn directly below.
3. All members of The Delta Kappa Society International shall be encouraged to wear their Delta Kappa Gamma keypins on the first Monday of each month to school and/or to any public meeting.
4. A member who resigns or is dropped from membership should return the keypin to the chapter. She is expected to refrain from wearing it if she does not return it. The chapter may resell keypins to newly initiated members or to members who have lost their keypins.
5. All members of Delta Sigma are urged to wear their nametags to all meetings.

## **ARTICLE XI AMENDMENTS**

**Section A.** These standing rules shall be amended upon the recommendation of the Executive Board and approval by a majority vote, if the notice of the proposed change has been published in the chapter newsletter or sent to each member by email. An amendment that has not been published will require two-thirds (2/3) vote to be adopted or rescinded.

**Section B.** The membership will be notified by email/mail after chapter rules have been amended or revised. The adopted amendments/revisions will take effect immediately upon adoption unless a proviso states otherwise.

## **ARTICLE XII PARLIAMENTARY AUTHORITY**

ROBERT'S RULES OF ORDER shall be used to guide the proceedings of Delta Sigma Chapter of The Delta Kappa Gamma Society International, in all cases not provided for in the CONSTITUTION, Eta State Bylaws, and Standing Rules.

## **ARTICLE XIII DISSOLUTION**

**Section A.** The approval of Eta State Executive Board must be obtained before Delta Sigma may consider dissolution.

**Section B.** If dissolution is approved, International procedures will be followed to transfer membership to other chapters.

**Section C.** All remaining chapter funds will be sent to Eta State treasurer.

**Section D.** The Chapter charter, paraphernalia and records will be delivered to the state organization.



